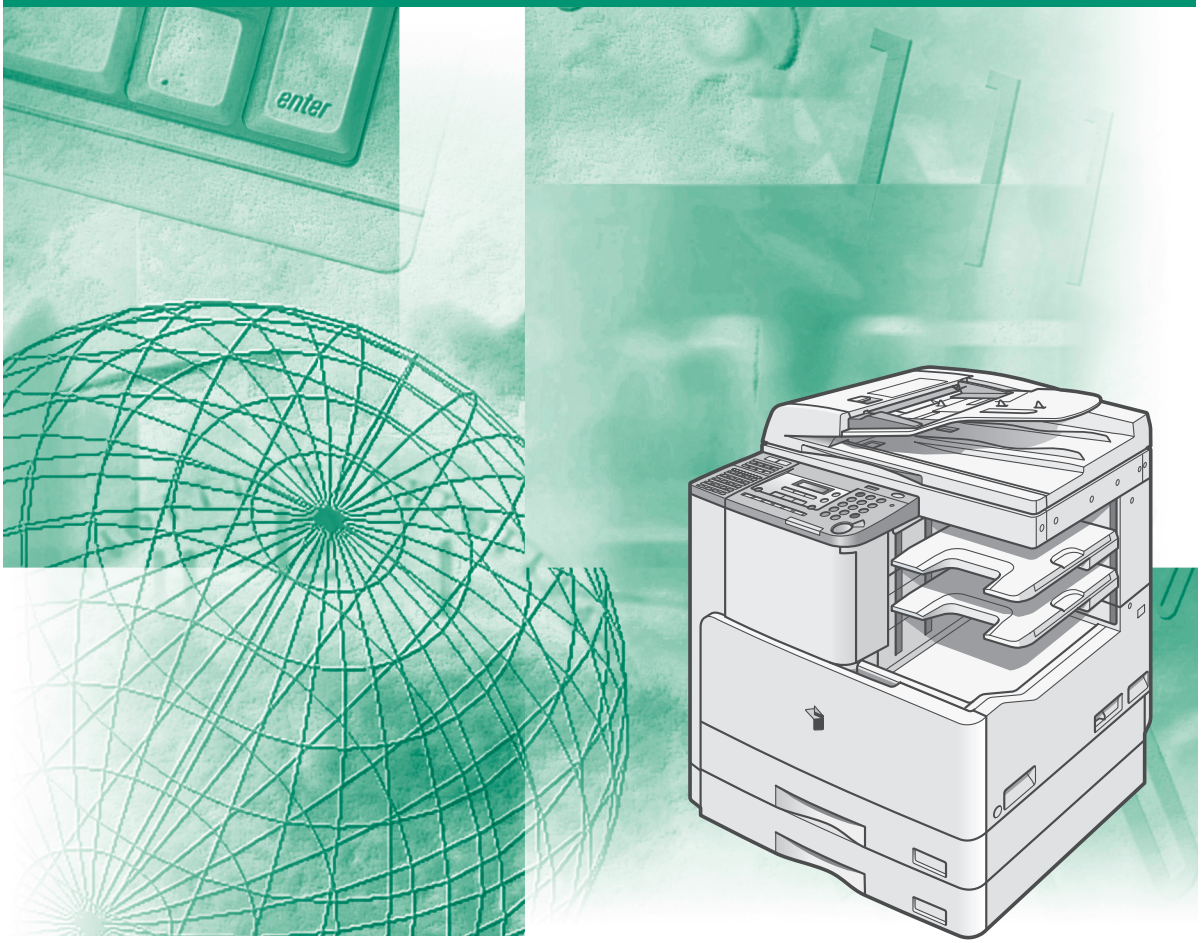
Canon

imageRUNNER 2020/2016

Copying Guide



Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER 2020/2016 Copying Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

• **Quick Reference for Basic Operations**	**Easy Operation Guide**	
• **Basic Operations** • **Troubleshooting**	**Reference Guide**	
• **Copying Instructions**	**Copying Guide (This Document)**	
• **Fax Instructions**	**Facsimile Guide**	
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Network Quick Start Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide**	
• **Network Connectivity and Setup Instructions**	**Network Guide**	
• **PCL/UFR II Printer Instructions**	**PCL/UFR II Printer Guide**	
• **UFR II Printer Instructions**	**UFR II Printer Guide**	
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**	
• **UFR II Printer Driver Installation and Instructions**	**UFR II Driver Guide**	
• **Fax Driver Installation and Instructions**	**Fax Driver Guide**	

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 **Basic Copying Features**

Chapter 2 **Special Copying Features**

Chapter 3 **Customizing Settings**

Chapter 4 **Appendix**

Includes the available combination of copy modes and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

Contents

Preface . . . . . **vii**
How to Use This Manual . . . . . **vii**
Symbols Used in This Manual vii
Keys Used in This Manual vii
Illustrations Used in This Manual viii
Legal Notices . . . . . **ix**
Trademarks ix
Copyright ix
Disclaimers ix

Chapter 1 Basic Copying Features

Overview of the imageRUNNER 2020/2016 . . . . . **1-2**
Standard Features 1-2
Optional Features 1-3
Flow of Copy Operations **1-4**
Standby Display **1-9**
Placing Originals **1-10**
Orientation 1-11
Platen Glass 1-12
Feeder (DADF-P1) 1-15
Canceling a Copy Job **1-18**
Using the Stop Key 1-18
Using the System Monitor Screen 1-19
Reserved Copying **1-21**
Reserving Copy Jobs 1-21
Copy Quantity **1-23**
Specifying the Required Number of Copies 1-23
Changing the Copy Quantity 1-23
Paper Selection **1-24**
Auto Paper Selection 1-24
Manual Paper Selection 1-26
Density and Image Quality Adjustments **1-28**
Automatic Density Adjustment 1-28
Manual Density Adjustment 1-29
Original Type Selection 1-31

Changing the Copy Ratio 1-34
Preset Copy Ratio 1-34
Zoom by Percentage 1-36
Collating Copies 1-39
Page Order Collate 1-41
Page Order Staple 1-43

Chapter 2 Special Copying Features

Two-Page Separation 2-2
Frame Erase 2-5
Original Frame Erase 2-7
Book Frame Erase 2-9
Binding Hole Erase 2-11
2 on 1 Combination 2-14
Different Size Originals 2-17
Two-Sided Copying 2-20
1 to 2-Sided 2-20
2 to 2-Sided 2-23
2 to 1-Sided 2-26
Book to 2-Sided 2-28

Chapter 3 Customizing Settings

Copy Settings Table 3-2
Specifying Copy Settings 3-4
Image Direction Priority 3-5
Auto Orientation 3-6
Standard Image Quality 3-7
Standard Density 3-9
Standard Zoom Ratio 3-11
Standard Copy Quantity 3-13
Auto Collate 3-14
Standard Two-Sided Copying 3-16
Standard Frame Erase 3-17
Standard Two-Page Separation 3-18
Paper Drawer Selection 3-20
Sharpness 3-21
Paper Size Group 3-23
Frame Erase Width Unit of Measurement 3-24
Restoring the Default Copy Settings 3-25

Chapter 4 Appendix

Combination of Copy Modes Chart 4-2
Index 4-3

Preface

Thank you for purchasing the Canon imageRUNNER 2020/2016. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The control panel keys on the machine are indicated within brackets.

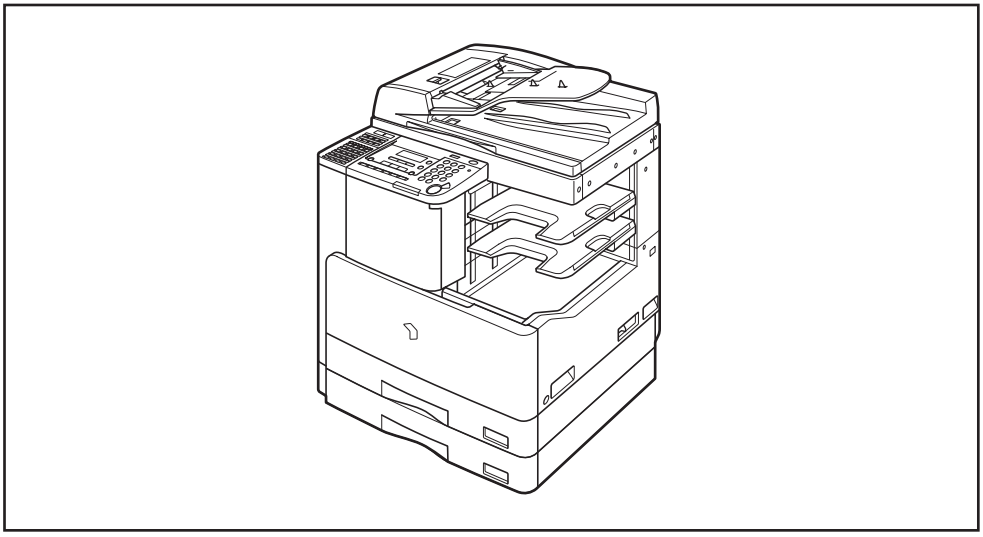
Examples:

Press [Start].

Press [Additional Functions].

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the imageRUNNER 2016 has the following optional equipment attached to it: the Fax Panel-A1, Feeder (DADF-P1), Super G3 FAX Board, Finisher-U1, Additional Finisher Tray-C1, and Cassette Feeding Module-J1.



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Basic Copying Features

1
CHAPTER

This chapter describes the basic copying features.

Overview of the imageRUNNER 2020/2016 1-2
Standard Features 1-2
Optional Features 1-3
Flow of Copy Operations 1-4
Standby Display 1-9
Placing Originals 1-10
Orientation 1-11
Platen Glass 1-12
Feeder (DADF-P1) 1-15
Canceling a Copy Job 1-18
Using the Stop Key 1-18
Using the System Monitor Screen 1-19
Reserved Copying 1-21
Reserving Copy Jobs 1-21
Copy Quantity 1-23
Specifying the Required Number of Copies 1-23
Changing the Copy Quantity 1-23
Paper Selection 1-24
Auto Paper Selection 1-24
Manual Paper Selection 1-26
Density and Image Quality Adjustments 1-28
Automatic Density Adjustment 1-28
Manual Density Adjustment 1-29
Original Type Selection 1-31
Changing the Copy Ratio 1-34
Preset Copy Ratio 1-34
Zoom by Percentage 1-36
Collating Copies 1-39
Page Order Collate 1-41
Page Order Staple 1-43

Overview of the imageRUNNER 2020/2016

Standard Features

■ Copy Reduction/Enlargement

You can manually select a reduction/enlargement ratio from 50% to 200%. You can also set the machine to automatically select an appropriate ratio to fit the paper size you are copying onto.

■ Automatic and Manual Density/Image Quality Adjustment

The machine can automatically set the most suitable density for the document you are copying. You can also manually adjust the density and image quality to get the best output quality.

■ Frame Erase Modes

These modes enable you to erase shadows and lines that appear when copying various types of originals. The modes available are Original Frame Erase, Book Frame Erase, and Hole/Punch Erase.

■ Two-Page Separation

This mode enables you to copy facing pages in a book or bound original to fit onto separate pages.

■ 2 on 1 Combination

This mode enables you to automatically reduce two originals to fit onto one side of a selected paper size.

■ Sleep Mode

This machine incorporates an energy saver feature to conserve power called the Sleep mode. The Sleep mode conserves energy by lowering the temperature of the fixing unit when the machine is not used for a prolonged period of time. You can set the machine to enter the Sleep mode manually by pressing the control panel power switch or specify the amount of time that must be taken before the machine automatically enters the Sleep mode.

■ Collating Copies

You can automatically collate copies into sets arranged in page order.

Optional Features

■ Two-Sided Copying

The Two-Sided Copying mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided copies. The Two-Sided Copying mode can only be used if the optional Duplex Unit-A1 is attached.

■ Offset Collate and Staple Modes

The Offset Collate and Staple modes can only be used if the optional Finisher-U1 is attached. If you select the Offset Collate mode, copies are automatically collated into sets arranged in page order and shifted to the front and back alternately. If you select the Staple mode, copies are automatically collated into sets arranged in page order, stapled, and output into the tray.

■ Flexible Document Handling

To make a copy of an original, you can place your document into the Feeder (DADF-P1) when attached, or place it directly onto the platen glass. You should use the feeder when you want to copy several originals at the same time. You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

■ Different Size Originals Mode

The Different Size Originals mode enables you to copy different size originals together as one group.

Flow of Copy Operations

This section describes the flow of basic copy operations.

NOTE

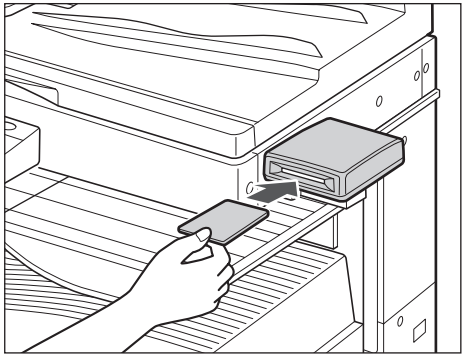
- For the following items, see the *Reference Guide*:
  - Main power and control panel power switch
  - Routine maintenance
- The output quality may deteriorate if the platen glass is dirty. Always keep the platen glass clean.
- Do not touch the feeder or platen cover while copying. Rocking the feeder or cover can distort the image being copied.

1 Press the appropriate keys in accordance with the messages displayed on the LCD display.

If there are no messages displayed, this operation is unnecessary.

● If the message <INSERT CONTROL CARD> appears:

❑ Insert a control card into the optional Card Reader-E1.

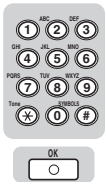


The Standby display appears.

NOTE

For instructions on using the optional Card Reader-E1, see Chapter 4, “Optional Equipment,” in the *Reference Guide*.

● **If the message <ENTER DEPT.ID> appears:**



❑ Enter the Department ID using 0 - 9 (numeric keys) → press [OK].

```
ENTER DEPT.ID
1234567_
```

❑ Enter the password using 0 - 9 (numeric keys) → press [OK].

```
DEPT. ID PASSWORD
*******_
```

❑ Press [Log In/Out].

The Standby display appears.

NOTE
For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

2 Press [COPY].

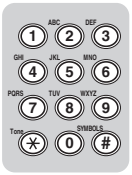
3 Place your originals.

NOTE
For instructions on placing your originals, see "Placing Originals," on p. 1-10.

4 Specify the desired copy modes.

```
100%   AUTO LTR     01
◁ A ▷ TEXT
```

NOTE
For more information about these settings, see pages from 1-23 in this chapter, or Chapter 2, "Special Copying Features."



5 Use ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
100%   AUTO        10
◁ A ▷ TEXT
```

NOTE

For instructions on setting the number of copies, see “Specifying the Required Number of Copies,” on p. 1-23.

6 Press [Start].

```
SCANNING
```

Copying starts.

IMPORTANT

You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing ⓢ (Start).

```
ORIGINAL SIZE
LTR
```

  Press [◄–] or [+►] to select the paper size → press ⓢ (Start).
- If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.
- If the message <MEMORY FULL> appears on the LCD display, do one of the following:
  - Divide your originals into several sets and copy them separately.
  - Install additional memory.
  - If there are fax documents received in memory, print them. (Only when the optional Super G3 FAX Board-T1 is installed.)

7 If you want to stop or copy another original during a copy job, follow the instructions below.

● If you want to stop a copy job:

❑ Press [Stop].

NOTE

- For instructions on canceling a copy job, see “Canceling a Copy Job,” on p. 1-18.
- Several copies may be output even after you press (Stop).

● If you want to start copying the next original while a previous original is printing:

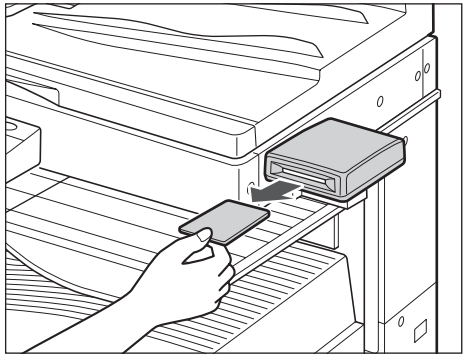
❑ Place your originals → press [Start].

NOTE

For instructions on reserving a copy job, see “Reserving Copy Jobs,” on p. 1-21.

8 When copying is complete, remove your originals.

9 If the optional Card Reader-E1 is attached, remove the control card.



NOTE

For instructions on using the optional Card Reader-E1, see Chapter 4, “Optional Equipment,” in the *Reference Guide*.

10 If Department ID Management is set, press [Log In/Out].

NOTE

For Instructions on using Department ID Management, see Chapter 6, “System Manager Settings,” in the *Reference Guide*.

Standby Display

The Standby display differs depending on which mode is selected.

■ **Copy Mode**

Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the copy modes that you want to use.

■ Platen Glass

Place the originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

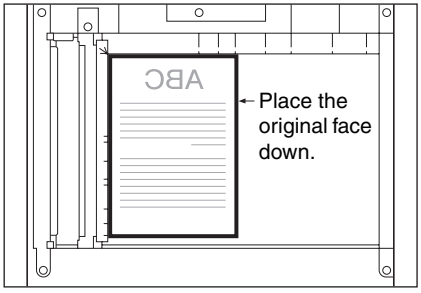
■ Feeder (DADF-P1)

Place the originals into the feeder when you want to copy several originals at the same time, and press ⓘ (Start). The machine automatically feeds the originals to the scanning area and scans them. If you are copying in the Two-Sided mode, two-sided originals can also be automatically turned over and scanned as two-sided documents.

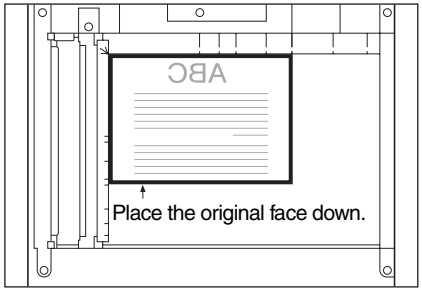
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.

Platen Glass

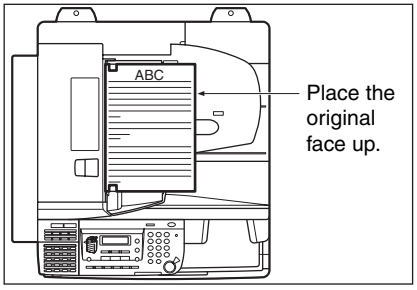


Vertical Placement

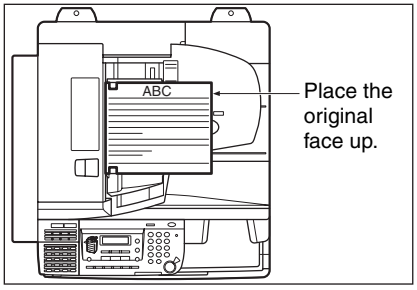


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy mode that you have set.
- STMT and LTR originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals. Place originals horizontally when printing with a preset copy ratio, such as when enlarging an LTR original onto 11" × 17" paper.
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 11" × 17" and LGL originals must be placed horizontally.
- When <AUTO COLLATE> is set to 'COLLATE' or 'STAPLE', the Collate (Offset Collate with the optional finisher attached) or Staple mode is automatically set when you place the originals into the feeder. (See "Auto Collate," on p. 3-14.)
- To get the same output orientation as when the original is placed on the platen glass, place the original upside down and face up. However, when using the Staple mode, the machine rotates the output automatically.

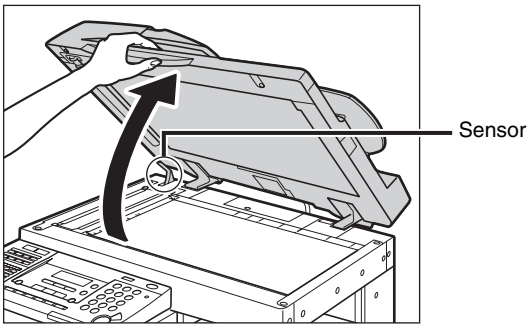
Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

NOTE

- The imageRUNNER 2020 automatically detects the size of the following originals on the platen glass: 11" × 17", LGL, LTR, and LTRR.
- If you place your original on the platen glass of the imageRUNNER 2016, the machine cannot detect the size of the original. You should select the paper size for the copies manually. (See "Manual Paper Selection," on p. 1-26.)

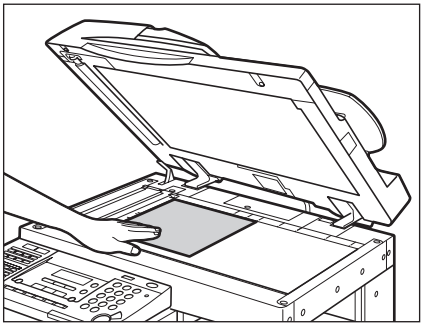
1 Lift the feeder/platen cover.



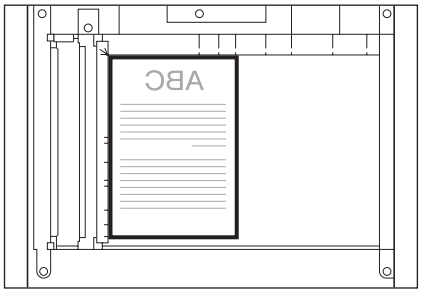
IMPORTANT

The machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover high enough so that the open/close sensor underneath is fully released. Otherwise, the machine may not correctly detect the size of the originals. (Only the imageRUNNER 2020 can detect the size of an original placed on the platen glass.)

2 Place your originals face down.



The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

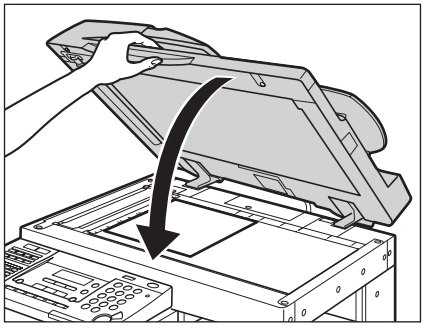


Place books and other bound originals on the platen glass in the same way.

NOTE

When you are enlarging an LTR or STMT original onto 11" × 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

3 Gently close the feeder/platen cover.

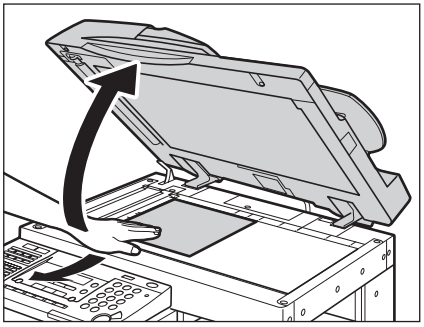


CAUTION

- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**

NOTE

- If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before copying.
- STMT originals and postcards cannot be detected. After pressing (Start), follow the instructions on the LCD display to specify the original size. You can also manually select the paper size.
- Remove the original from the platen glass when scanning is complete.



Feeder (DADF-P1)

You should use the feeder when you want to copy several originals at the same time. Place the originals into the feeder and press (Start). The machine automatically feeds the originals to the scanning area and scans them. If you are copying in the Two-Sided mode, two-sided originals can also be automatically turned over and scanned as two-sided documents.

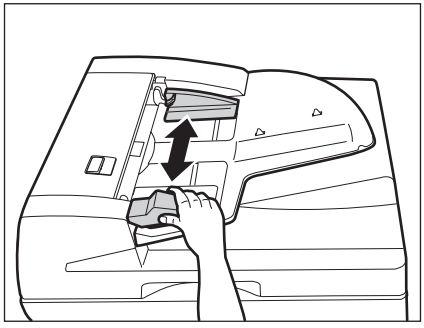
You can place the following originals into the feeder's original supply tray:

- Weight:
  - 14 lb bond to 28 lb bond [52 g/m^2 to 105 g/m^2] (One-page scanning for 10 lb bond to 14 lb bond [37 g/m^2 to 52 g/m^2] and 28 lb bond to 32 lb bond [105 g/m^2 to 128 g/m^2])
- Size:
  - 11" × 17", LGL, LTR, LTRR, STMT
- Tray capacity:
  - LTR/LTRR: 50 sheets (20 lb bond [80 g/m^2])
  - LGL/11" × 17": 25 sheets (20 lb bond [80 g/m^2])

IMPORTANT

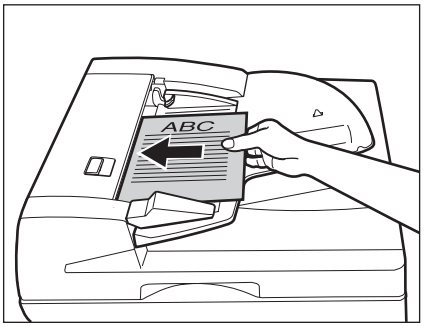
- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, clean the feeder. (See Chapter 7, “Routine Maintenance,” in the *Reference Guide*.)
- Always smooth out any folds in your originals before placing them into the feeder.
- Set the originals one-by-one if they are very thin (10 lb bond to 14 lb bond [37 g/m^2 to 52 g/m^2]) or very thick (28 lb bond to 32 lb bond [105 g/m^2 to 128 g/m^2]).

1 Adjust the slide guides to fit the size of your originals.



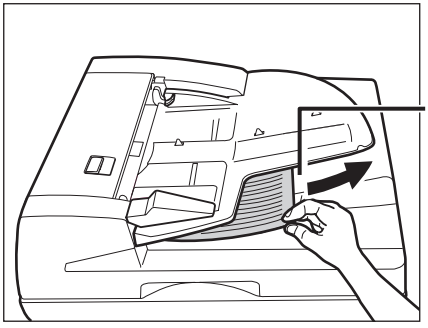
2 Neatly place your originals with the side to be copied face up into the original supply tray.

Place your originals as far into the feeder as they will go.



IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.



NOTE

- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- When you are enlarging an LTR original onto 11" × 17" or LGL paper, place the original horizontally.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See “Different Size Originals,” on p. 2-17.)

Canceling a Copy Job

You can cancel a copy job in two ways: using (Stop) key and using the System Monitor screen.

Using the Stop Key

1 Press [Stop].

- **If you press (Stop) while scanning originals placed on the platen glass:**

```
STOP KEY PRESSED
```

❑ Press [OK].

Scanning stops, and the copy job is canceled.

- **If you press (Stop) while scanning originals placed in the feeder:**

```
STOP KEY PRESSED
PRESS OK KEY
```

❑ Press [OK].

Scanning stops, and the copy job is canceled.

● **If you press (Stop) after printing has started:**

```
CANCEL COPYING?
 < YES          NO >
```

❑ Press [◄–] to select 'YES'.

- If you do not want to cancel the job, press [+►] to select 'NO'.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

The copy job currently being printed is canceled. If there is any reserved copy job, it will start printing.

NOTE

- If you press (Stop) while the machine is scanning an original placed in the optional feeder, this may cause a paper jam. For instructions on clearing paper jams in the feeder, see Chapter 8, "Troubleshooting," in the *Reference Guide*.
- If you press (Stop) after copying has started, some sheets of blank paper may be output.
- To cancel all settings and return the machine to the Standby display, press (Reset).

Using the System Monitor Screen

You can cancel a copy job from the System Monitor screen during printing or while it is waiting to be processed.

1 Press [System Monitor].

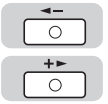
```
COPY STATUS
SELECT JOB TO CANCEL
```

The Copy Status display appears.

2 Make sure that <COPY STATUS> is displayed in the first line of the LCD display → press [OK].

COPY STATUS SELECT JOB TO CANCEL	→	0032 10:50 PRINTING 1x 1/ 3

If <COPY STATUS> is not displayed, press [◄–] or [+►] until <COPY STATUS> appears → press [OK].



3 Press [◄–] or [+►] to scroll through the job list.

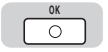
```
0032 10:50 PRINTING
     1 x   1 /   3
```

The current job is displayed first.

NOTE

The messages and symbols displayed on the Copy Status screen are as follows:

- <PRINTING> = Current job
- A dash (-) = Reserved jobs



4 Press [OK].

```
CANCEL COPYING?
 < YES        NO >
```

A confirmation message appears.

5 Press [◄–] to select 'YES'.

The selected job is canceled.

NOTE

- If you do not want to cancel the job, press [+►] to select 'NO'.
- If you want to cancel another job, repeat steps 3 to 5.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

6 Press [Stop] to return to the Standby display.

Reserved Copying

You can set the machine to scan originals even while it is printing or waiting to process a job.

IMPORTANT

You cannot reserve a copy job when there is a paper jam or paper is not loaded in the paper drawers or stack bypass.

NOTE

- You can reserve up to five copy jobs, including the current job.
- You can set different copy modes and paper sources, including the stack bypass, for each reserved job.

Reserving Copy Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify copy settings or scan originals while the machine is in the waiting state, such as when the power has just been turned ON, or after a paper jam is cleared. Copying automatically begins when the machine is ready.

NOTE

You can specify reserved copying while the machine is in the waiting state in the following cases:

- Between the time that the machine is turned ON and when it is ready to copy
- After a paper jam is cleared
- After a cover on the main unit or an optional unit, such as a finisher, is opened and closed

■ While the Machine Is Printing

You can specify copy settings for a new job while the machine is printing. Copying of the new job automatically begins when the current job is complete.

1 Place your originals.

2 Set the desired copy modes and quantity (1 to 99).

3 Press [Start].

Scanning starts.

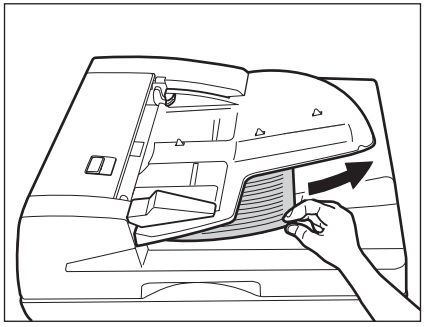
NOTE

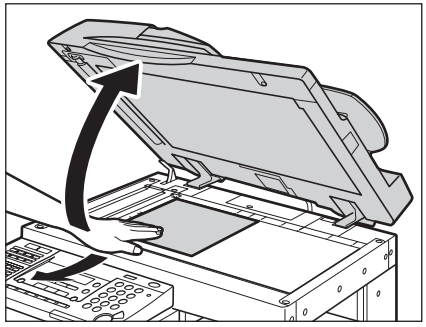
If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).

```
ORIGINAL SIZE
LTR
```

Press [◄–] or [+►] to select the size → press (Start).

4 Once the original is scanned, remove it from the machine.





NOTE

To cancel a reserved copy, see “Canceling a Copy Job,” on p. 1-18.

Copy Quantity

You can make up to 99 copies for each copy job.

Specifying the Required Number of Copies

1 Use 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 99).

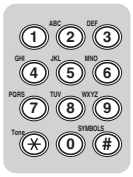
The copy quantity appears on the right hand side of the LCD display.

IMPORTANT

You cannot change the copy quantity while the machine is copying.

Changing the Copy Quantity

1 Press [Clear] to clear the entered number.



2 Use 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 99).

The copy quantity appears on the right hand side of the LCD display.

IMPORTANT

You cannot change the copy quantity while the machine is copying.

Paper Selection

You can manually specify a paper size or set the machine to automatically select the paper size for you.

NOTE

- If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, refer to "Non-image areas" in the Specifications table in Chapter 9, "Appendix," in the *Reference Guide*.
- For instructions on loading paper into the stack bypass, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Auto Paper Selection

The machine automatically selects the copy paper size.

IMPORTANT

- For the imageRUNNER 2016, the Feeder (DADF-P1) should be attached to the machine to use the Auto Paper Selection mode. The size of the original cannot be detected when it is placed on the platen glass of the imageRUNNER 2016.
- You cannot use the Auto Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT or STMTR originals
- You cannot use the Auto Paper Selection mode when copying under either of the following conditions:
  - You are copying in the 2 on 1 Combination mode.
  - The Auto Paper Selection is set to 'ON' for only one paper drawer in <COPY> in <AUTO DRAWER SELCT> in the <COMMON SETTINGS> menu. (See Chapter 5, "Customizing Settings," in the *Reference Guide*.)

NOTE

- The default setting is the standard paper size set in the <PAPER SELECT> menu. (See "Paper Drawer Selection," on p. 3-20.)
- You can activate or deactivate the Auto Paper Selection mode for each paper drawer and the stack bypass. (See Chapter 5, "Customizing Settings," in the *Reference Guide*.)
- You can use the stack bypass for the Auto Paper Selection mode when:
  - The paper is loaded in the stack bypass.
  - The paper size is specified in <BYPASS STD SET> in the <COMMON SETTINGS> menu.
  - The Auto Paper Selection mode is set to 'ON' for the stack bypass in <COPY> in <AUTO DRAWER SELCT> in the <COMMON SETTINGS> menu.

1 Place your originals.

Make sure that <AUTO> is displayed. If not, press (Reset) or press (Paper Select) repeatedly until <AUTO> appears on the LCD display.

<AUTO> and the size of the paper loaded in the paper drawer are automatically selected according to the detected original size, are displayed on the LCD display.

NOTE

If the message <NO APPROPRIATE SIZE> appears, the paper loaded in the paper drawers or stack bypass is different in size from the original. Load the paper of the appropriate size indicated on the LCD display into a paper drawer or the stack bypass. If you press (Start) without loading the paper, the machine automatically selects the paper with the narrowest margin, and starts copying.

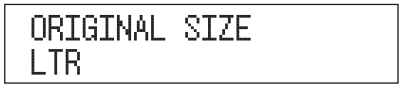
Start

2 Press [Start].

Copying starts.

NOTE

If the machine cannot detect the size of the original, the paper size does not appear on the LCD display. In this case, specify the size of the original after pressing (Start).



Press [◄–] or [+►] to select the size → press (Start).

Manual Paper Selection

You can make copies after manually selecting the paper size loaded in the paper sources.

IMPORTANT

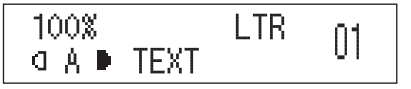
- If your machine is the imageRUNNER 2016 and the Feeder (DADF-P1) is not attached, only the manual paper selection is available.
- If you select the paper manually, the Auto Orientation mode cannot be used even if you set <AUTO ORIENTATION> to 'ON' in the <COPY SETTINGS> menu.

NOTE

For details about the size and type of paper you can set in the stack bypass, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 Place your originals.

2 Press [Paper Select] repeatedly to select the paper size.



NOTE

- If there is no paper in the paper source that you have selected, a message prompting you to load the paper of the appropriate size appears on the LCD display. You cannot start copying until you load the paper or change the paper selection.
- The paper sizes are displayed in the order in which they are loaded in the paper drawers.
- The suffix 'R' (such as in LTRR), used in paper size designations, indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.
- If you have not specified the paper size and type for the stack bypass using the Additional Functions menu, a message prompting you to specify them appears on the LCD display when you select the stack bypass as the paper source. (See Chapter 5, "Customizing Settings," in the *Reference Guide*.)

3 Press [Start].

Copying starts.

NOTE

To cancel all settings and return the machine to the Standby display, press (Reset).

Density and Image Quality Adjustments

You can set the desired density and select the original type before scanning the original.

NOTE
The default setting is 'AUTO DENSITY'.

Automatic Density Adjustment

This mode enables you to set the machine to automatically adjust the copy density to the level best suited to the quality of the text original.

1 Place your originals.

● **If A is not displayed:**

❑ Press [Density] to select the auto mode.

❑ Press [OK].

The machine automatically adjusts the copy density to the level best suited to the quality of the original.

NOTE

- Image quality mode automatically changes to 'TEXT' when <AUTO DENSITY> is set. You cannot select the original type.
- An automatic density adjustment may not work with transparencies. In this case, adjust the copy density manually by pressing [◄–] or [+►].

2 Press [Start].

Copying starts.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).

```
ORIGINAL SIZE
LTR
```

Press [◄–] or [+►] to select the size → press (Start).

- To cancel all settings and return the machine to the Standby display, press (Reset).

Manual Density Adjustment

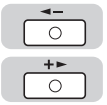
You can manually adjust the copy density to the most appropriate level for the original.

1 Place your originals.

```
100%   AUTO LTR      01
◄ A ►  TEXT
```

2 Press [Density] twice to select the manual mode.

```
DENSITY
-LT  ◄□□□□■□□□□►  DK+
```

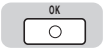


3 Press [◄–] or [+►] to adjust the copy density.

Press [◄–] to move the indicator to the left to make the density lighter, or press [+►] to move it to the right to make the density darker.

NOTE

You can adjust the density to nine levels.



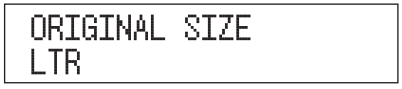
4 Press [OK].

5 Press [Start].

Copying starts.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



Press [◄–] or [+►] to select the size → press (Start).

- To cancel all settings and return the machine to the Standby display, press (Reset).

Original Type Selection

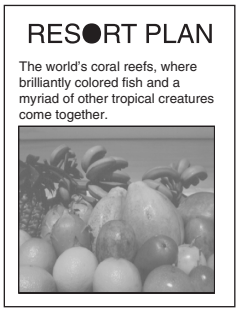
This machine is capable of processing and producing copies according to the type of the original. You can manually select the original type so that the machine reproduces copies as faithful as possible to the original. The following three original type modes are available:

Text Mode

RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Photo Mode

Text/Photo Mode


RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.

■ Text Mode

This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

■ Photo Mode

This mode is best suited for making copies of photos printed on photographic paper, or making copies of images printed with halftone dots.

■ Text/Photo Mode

This mode is best suited for making copies of originals containing both text and images/photos, such as magazines or catalogues.

IMPORTANT

- Combination of these three modes (Text, Photo, or Text/Photo) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you make copies of an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by using the Sharpness mode. (See "Sharpness," on p. 3-21.)

NOTE

- The default setting is 'TEXT'.
- Copy density automatically changes to manual mode when 'PHOTO' or 'TEXT/PHOTO' is selected.
- If the original is a transparency, select the original type → adjust the density to the most appropriate level for the original.

1 Place your originals.

Image Quality

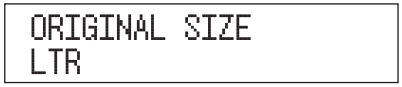
2 Press [Image Quality] repeatedly until the desired type of original ('TEXT', 'PHOTO', or 'TEXT/PHOTO') appears.

3 Press [Start].

Copying starts.

NOTE

- If you place the original on the platen glass of the immageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



Press [◄–] or [+►] to select the size → press (Start).

- To cancel all settings and return the machine to the Standby display, press (Reset).

Changing the Copy Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

Preset Copy Ratio

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

NOTE

Placing an original horizontally means setting the original with the longer side sideways. (See “Orientation,” on p. 1-11.)

1 Place your originals.

2 Press [Copy Ratio].

3 Press [◄–] or [+►] to select the copy ratio.

You can select from the following:

-200%	MAX.
-129%	LTR → 11 × 17
-121%	LGL → 11 × 17
-100%	
-78%	LGL → LTR
-73%	11 × 17 → LGL
-64%	11 × 17 → LTR
-50%	MIN.

NOTE

- If the <PAPER SIZE GROUP> setting in the <COPY SETTINGS> menu is set to 'A' or 'AB', the preset copy ratios are:
  A: 50% MIN., 70% A3 → A4, 100%, 141% A4 → A3, 200% MAX.
  AB: 50% MIN., 70% A3 → A4, 81% B4 → A4, 86% A3 → B4, 100%, 115% B4 → A3, 122% A4 → B4, 141% A4 → A3, 200% MAX.
- Enlarging or reducing using the preset copy ratio is not available with the 2 on 1 Combination mode.
- To return the copy ratio to 100%, press [Copy Ratio] repeatedly until '100%' is displayed → press [OK]. Alternatively, press [◄–] or [+►] to select '100%' for <PRESET RATIO> → press [OK].
- You can also return the ratio to 100% using zoom by percentage. (See "Zoom by Percentage," on p. 1-36.)

4 Press [OK].

The selected mode is set, and the selected copy ratio is displayed.

Start

5 Press [Start].

Copying starts.

NOTE

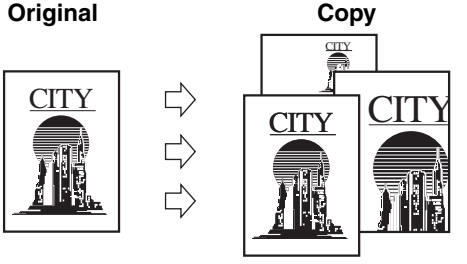
- If you place the original on the platen glass of the immageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).

```
ORIGINAL SIZE
LTR
```

- Press [◄–] or [+►] to select the size → press (Start).
- To cancel all settings and return the machine to the Standby display, press (Reset).

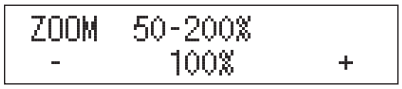
Zoom by Percentage

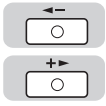
You can reduce or enlarge originals by any copy ratio in 1% increments. The available copy ratios are from 50% to 200%.



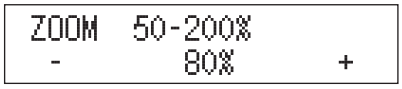
1 Place your originals.

2 Press [Copy Ratio] twice.



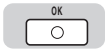


3 Press [◄–] or [+►] to set a copy ratio.



NOTE

- You can also use ⓪ - ⑨ (numeric keys) to enter a value, and ⓒ (Clear) to clear your entry.
- You can change the value by pressing [◄–] or [+►], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- Enlarging or reducing using the zoom by percentage is not available with the 2 on 1 Combination mode.
- To return the copy ratio to 100%, press [Copy Ratio] repeatedly until '100%' is displayed → press [OK]. Alternatively, press [◄–] or [+►] to select '100%' for <PRESET RATIO> → press [OK].
- You can also return the ratio to 100% using a preset zoom ratio. (See "Preset Copy Ratio", on p. 1-34.)



4 Press [OK].

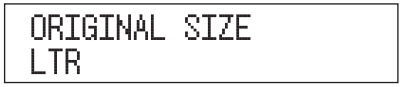
The selected mode is set, and the specified copy ratio is displayed.

5 Press [Start].

Copying starts.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



- Press [◄–] or [+►] to select the size → press (Start).
- To cancel all settings and return the machine to the Standby display, press (Reset).

Collating Copies

The Finisher modes can be selected to collate the copies in various ways, either by pages or copy sets.

■ **The table below shows all the finishing modes that are available with each different optional unit, and the paper sizes that can be used.**

✔: Available

—: Unavailable

Optional Unit	Collate	Offset	Staple*1
None	✔ 11" × 17", LGL, LTR, LTRR	—	—
Finisher-U1	—	✔ 11" × 17", LGL, LTR, LTRR	✔ 11" × 17", LGL, LTRR (30 sheets)*2, LTR (50 sheets)*2
Inner 2 Way Tray-E1	✔ 11" × 17", LGL, LTR, LTRR	—	—

*1 The copies are stapled at the part that represents the upper left corner of the original.

*2 The maximum when you are using 17 lb bond to 20 lb bond (64 g/m^2 to 80 g/m^2) paper. If the number of sheets is greater than the limit, they will not be stapled.

IMPORTANT

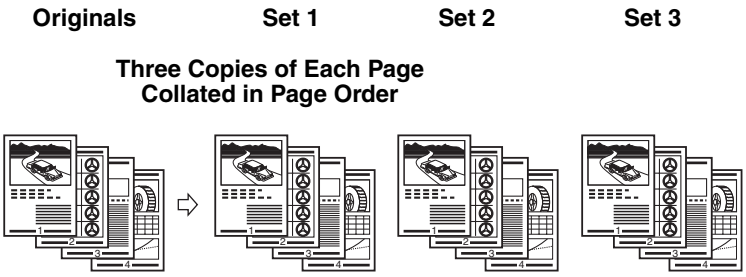
Pull out the output auxiliary tray when stapling paper larger than 11" × 17" or LGL.

NOTE

If <AUTO COLLATE> is set to 'COLLATE' or 'STAPLE', the Collate (Offset Collate with the optional Finisher-U1 attached) or Staple mode is automatically set when you place the originals into the feeder. (See "Auto Collate," on p. 3-14.)

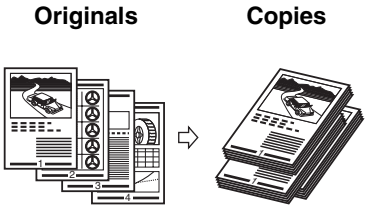
■ **If the Collate Mode Is Set:**

The copies are automatically collated into sets arranged in page order. The output is as follows:



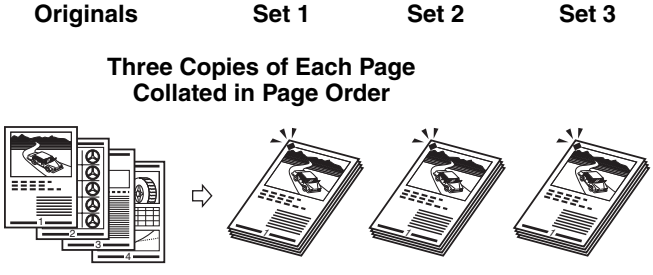
■ **If the Offset Mode Is Set:**

The copies are slightly offset vertically in the output tray as follows:



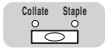
■ **If the Staple Mode Is Set:**

The copies are automatically collated into sets arranged in page order and stapled. The output is as follows:



Page Order Collate

1 Place your originals.



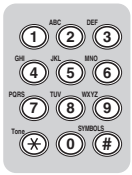
2 Press [Collate/Staple] repeatedly until the indicator for the Collate function lights.

IMPORTANT

- When the optional FInisher-U1 is attached, the Offset Collate mode is set automatically.
- The Offset Collate mode can be set only with the optional FInisher-U1 attached.

NOTE

When <AUTO COLLATE> is set to 'COLLATE' or 'STAPLE', the Collate (Offset Collate with the optional FInisher-U1 attached) or Staple mode is automatically set when you place the originals into the feeder. (See "Auto Collate," on p. 3-14.)



3 Use 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 99).

NOTE

For more information about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-23.

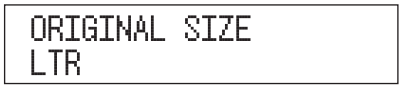
4 Press [Start].

When the original is placed on the platen glass, follow the instructions that appear on the LCD display.

Copying starts.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



Press [◄–] or [+►] to select the size → press (Start).

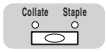
- To cancel this setting, press [Collate/Staple] repeatedly until the collate indicator turns off.
- To cancel all settings and return the machine to the Standby display, press (Reset).

Page Order Staple

IMPORTANT

Pull out the output auxiliary tray when stapling paper larger than 11" × 17" or LGL.

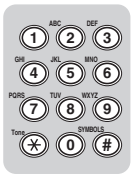
1 Place your originals.



2 Press [Collate/Staple] repeatedly until the indicator for the Staple function lights.

NOTE

If <AUTO COLLATE> is set to 'COLLATE' or 'STAPLE', the Offset Collate or Staple mode is automatically set when you place the originals into the feeder. (See "Auto Collate," on p. 3-14.)



3 Use 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 99).

NOTE

For more information about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-23.

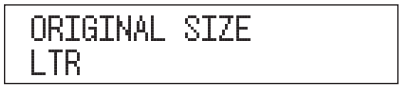
4 Press [Start].

When the original is placed on the platen glass, follow the instructions that appear on the LCD display.

Copying starts.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



  Press [◄–] or [+►] to select the size → press (Start).
- To cancel this setting, press [Collate/Staple] repeatedly until the staple indicator turns off.
- To cancel all settings and return the machine to the Standby display, press (Reset).

Special Copying Features

2
CHAPTER

This chapter describes the special copying features for document layout and image adjustment.

Two-Page Separation 2-2

Frame Erase 2-5

- Original Frame Erase 2-7
- Book Frame Erase 2-9
- Binding Hole Erase. 2-11

2 on 1 Combination. 2-14

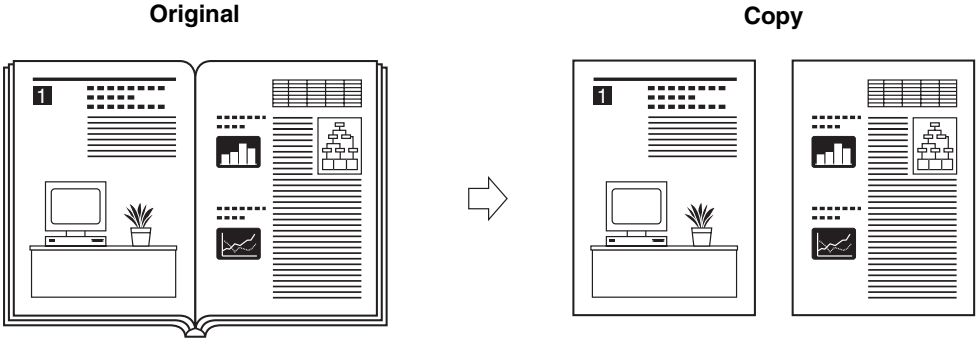
Different Size Originals 2-17

Two-Sided Copying 2-20

- 1 to 2-Sided 2-20
- 2 to 2-Sided 2-23
- 2 to 1-Sided 2-26
- Book to 2-Sided 2-28

Two-Page Separation

The Two-Page Separation mode enables you to copy facing pages in a book or bound original to fit onto separate pages.



IMPORTANT

- The Two-Page Separation mode cannot be used with the Binding Hole Erase, 2 on 1 Combination, or Different Size Originals mode.
- Place your original on the platen glass. The Two-Page Separation mode cannot be used when the original is placed in the feeder.

NOTE

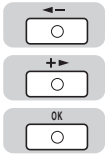
- You can start copying from the left page only.
- To make two-sided copies of books or bound originals, use the Book to 2-Sided copying feature of the Two-sided mode. (See “Book to 2-Sided,” on p. 2-28.)
- The Two-Page Separation mode can be used with originals of the following sizes: 11" × 17", LGL, or LTRR.

1 Place your original on the platen glass.

To make copies in the correct page order, begin copying from the first open page of the book or bound original. Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press [Two-Page Separation].

```
2-PAGE SEPARATION
    OFF
```



3 Press [◄–] or [+►] until 'ON' appears → press [OK].

```
2-PAGE SEPARATION
    ON
```

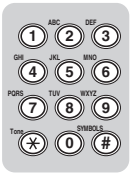
→

```
100% * AUTO LTR
a A ▶ TEXT          01
```

The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the Two-Page Separation mode is set.

NOTE

If the message <NO APPROPRIATE SIZE> appears, the paper loaded in the paper drawers or stack bypass is different in size from the original. Load the paper of the appropriate size indicated on the LCD display into a paper drawer or the stack bypass. If you press (Start) without loading the paper, the machine automatically selects the paper with the narrowest margin, and starts copying.



4 Use 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 99).

NOTE

For more information about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-23.

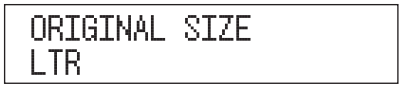
5 Press [Start].

Copying starts.

To scan the next two facing pages, turn the page of the original → place your original on the platen glass → press (Start).

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



  Press [◄–] or [+►] to select the size → press (Start).
- To cancel all settings and return the machine to the Standby display, press (Reset).
- To cancel copy jobs, see “Canceling a Copy Job,” on p. 1-18.

Frame Erase

The Frame Erase modes erase shadows and lines that appear when copying various types of originals. The following three Frame Erase modes are available.

IMPORTANT

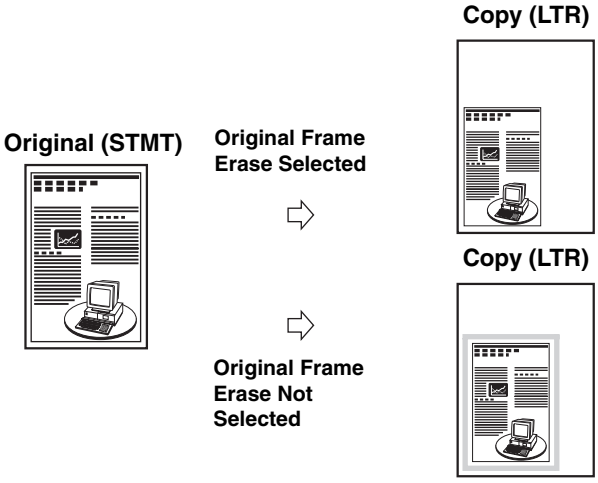
- Combination of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.
- You can set the Frame Erase modes only for the original sizes shown on the LCD display.

NOTE

- You can select originals of the following sizes: 11×17, LGL, LTRR, LTR, STMTR, or STMT.
- You cannot select the free size paper loaded in the stack bypass.

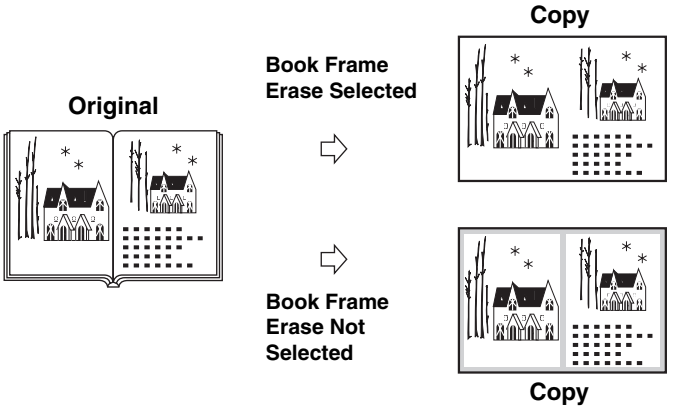
■ Original Frame Erase

The Original Frame Erase mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.



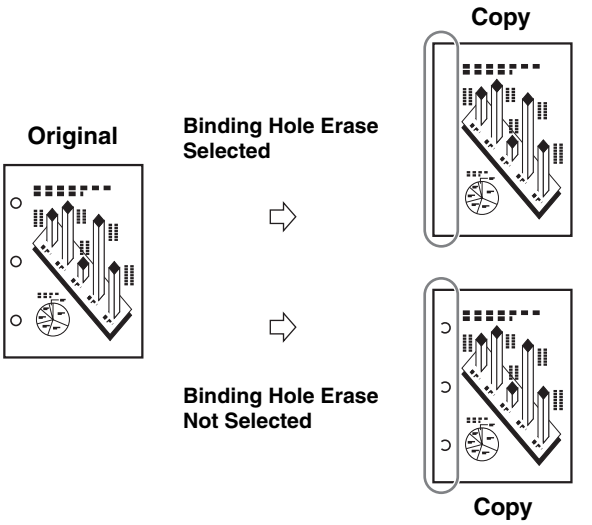
■ Book Frame Erase

The Book Frame Erase mode erases the dark borders, as well as center and contour lines that appear if you are copying facing pages in a bound original onto a single sheet of paper.



■ Binding Hole Erase

The Binding Hole Erase mode erases the shadows that appear on copies from binding holes on originals.



Original Frame Erase

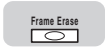
The Original Frame Erase mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.

Before using this mode, set the unit of measurement of the frame erase width in the Additional Functions menu. (See “Frame Erase Width Unit of Measurement,” on p. 3-24.)

IMPORTANT

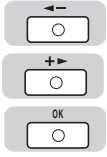
The Original Frame Erase mode cannot be used with the 2 on 1 Combination mode or Different Size Originals mode.

1 Place your originals.



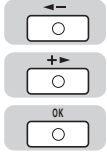
2 Press [Frame Erase].

```
FRAME ERASE
    OFF
```



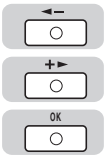
3 Press [◄–] or [+►] until ‘ORIGINAL FR’ appears → press [OK].

```
FRAME ERASE          →  ORIGINAL SIZE
 ORIGINAL FR.            A4
```

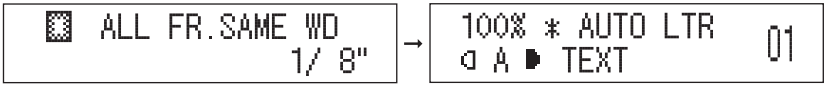


4 Press [◄–] or [+►] to select the size of the original → press [OK].

```
 ORIGINAL SIZE       →  ALL FR.SAME WD
    A4                          1/ 8"
```

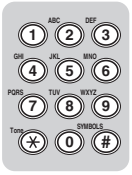


5 Press [◄–] or [+►] to set the frame erase width for all four borders → press [OK].



The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the Frame Erase mode is set.

NOTE
- You can set the original frame erase width from 1/16" to 1 15/16" (1 mm to 50 mm).
- The default setting is 1/8" (4 mm).



6 Use 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 99).

NOTE
- For more information about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-23.
- The paper size is displayed according to the size of the original you selected in step 4.

7 Press [Start].

Copying starts.

NOTE
- To cancel all settings and return the machine to the Standby display, press C (Reset).
- To cancel copy jobs, see “Canceling a Copy Job,” on p. 1-18.

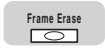
Book Frame Erase

The Book Frame Erase mode erases dark borders, as well as center and contour lines that appear if you are copying facing pages in a bound original onto a single sheet of paper.

Before using this mode, set the unit of measurement of the frame erase width in the Additional Functions menu. (See “Frame Erase Width Unit of Measurement,” on p. 3-24.)

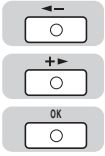
IMPORTANT

- Place the book to be copied on the platen glass. The Book Frame Erase mode cannot be used when the original is placed in the feeder.
- The Book Frame Erase mode cannot be used with the 2 on 1 Combination mode or Different Size Originals mode.

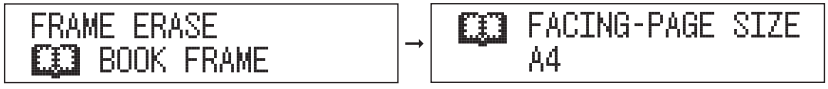


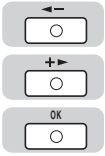
1 Place your original on the platen glass → press [Frame Erase].

If necessary, see the screen shot in step 2 of “Original Frame Erase,” on p. 2-7.

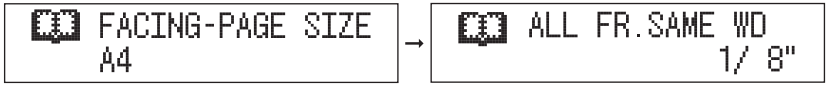


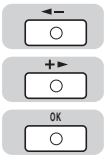
2 Press [◄–] or [+►] until ‘BOOK FRAME’ appears → press [OK].



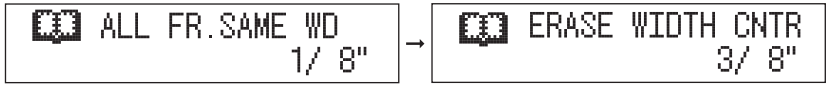


3 Press [◄–] or [+►] to select the size of the bound original when it is open → press [OK].



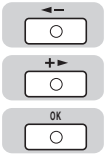


4 Press [◄–] or [+►] to set the frame erase width for all four borders → press [OK].

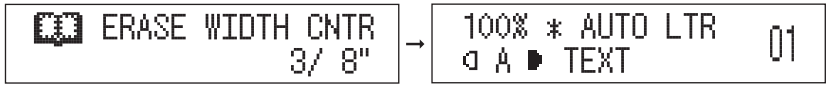


NOTE

- You can set the book frame erase width for all four borders in the range from 1/16" to 1 15/16" (1 mm to 50 mm).
- The default setting is 1/8" (4 mm).



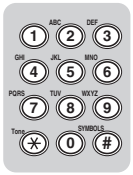
5 Press [◄–] or [+►] to set the frame erase width for the center of the bound original → press [OK].



The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the Book Frame Erase mode is set.

NOTE

- You can set the book frame erase width for the center of the bound original from 1/16" to 1 15/16" (1 mm to 50 mm).
- The default setting is 3/8" (10 mm).



6 Use ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

NOTE

- For more information about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-23.
- The paper size is displayed according to the size of the original you have selected in step 3.

7 Press [Start].

Copying starts.

NOTE

- To cancel all settings and return the machine to the Standby display, press ⓒ (Reset).
- To cancel copy jobs, see “Canceling a Copy Job,” on p. 1-18.

Binding Hole Erase

The Binding Hole Erase mode erases the shadows that appear on copies from binding holes on originals.

Before using this mode, set the unit of measurement of the frame erase width in the Additional Functions menu. (See “Frame Erase Width Unit of Measurement,” on p. 3-24.)

IMPORTANT

- Do not place originals with binding holes into the feeder, otherwise the originals may be damaged.
- The Binding Hole Erase mode cannot be used with the Two-Page Separation mode or Different Size Originals mode.

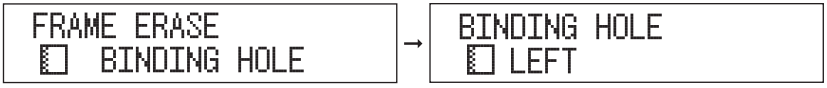
Frame Erase

1 Place your original on the platen glass → press [Frame Erase].

If necessary, see the screen shot in step 2 of "Original Frame Erase," on p. 2-7.

◄–
+►
OK

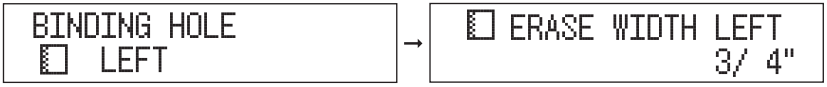
2 Press [◄–] or [+►] until 'BINDING HOLE' appears → press [OK].



◄–
+►
OK

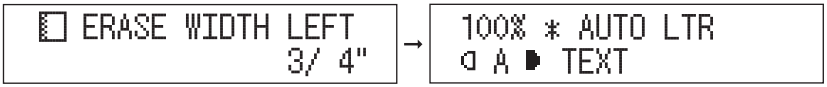
3 Press [◄–] or [+►] to select the border where the binding holes are located ('LEFT', 'RIGHT', 'TOP', or 'BOTTOM') → press [OK].

The border is where the binding holes are located on the original, if you visualize the original as being face up.



◄–
+►
OK

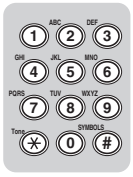
4 Press [◄–] or [+►] to set the frame erase width → press [OK].



The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the Binding Erase mode is set.

NOTE

- You can set the binding erase width from 3/16" to 13/16" (3 mm to 20 mm).
- The default setting is 3/4" (18 mm).



5 Use 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 99).

```
100% * AUTO LTR      05
◁ A ▷ TEXT
```

NOTE

For more information about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-23.

6 Press [Start].

Copying starts.

NOTE

- If the machine cannot detect the size of the original, specify the size of the original after pressing (Start).

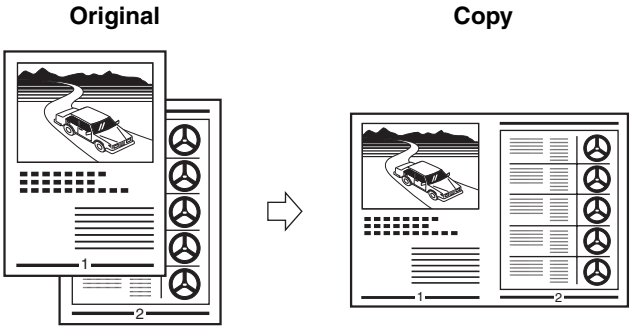
```
ORIGINAL SIZE
LTR
```

Press [◄–] or [+►] to select the size → press (Start).

- To cancel all settings and return the machine to the Standby display, press (Reset).
- To cancel copy jobs, see “Canceling a Copy Job,” on p. 1-18.

2 on 1 Combination

The 2 on 1 Combination mode enables you to automatically reduce two originals to fit onto one side or both sides of a selected paper size.



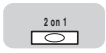
IMPORTANT

The 2 on 1 Combination mode cannot be used with the Two-Page Separation, Original Frame Erase, Book Frame Erase, or Different Size Originals mode.

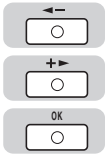
NOTE

- If the optional Duplex Unit-A1 is attached, you can make two-sided copies from one-sided originals. (See “1 to 2-Sided,” on p. 2-20.)
- You can set originals of the following sizes: 11" × 17", LGL, LTRR, LTR, STMTR, STMT.
- The reduction ratio is automatically set so that the originals fit onto the selected paper size.

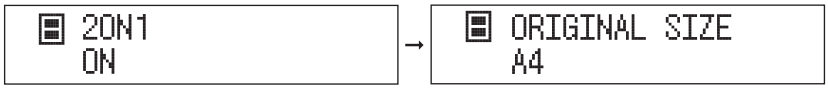
1 Place your originals.

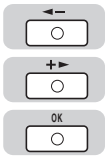


2 Press [2 on 1].



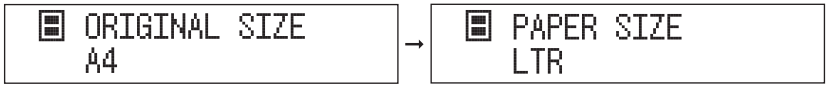
3 Press [◄–] or [+►] until 'ON' appears → press [OK].

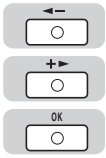




4 Press [◄–] or [+►] to select the size of the original → press [OK].

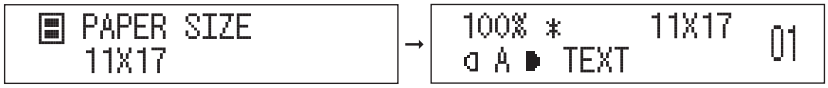
You can select 11" × 17", LGL, LTRR, LTR, STMTR, or STMT.





5 Press [◄–] or [+►] to select the paper size → press [OK].

You can select the size of the paper loaded in the paper drawers or stack bypass.



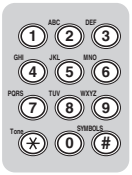
The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the 2 on 1 Combination mode is set.

IMPORTANT

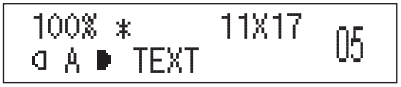
You cannot use Auto Paper Selection in the 2 on 1 Combination mode.

NOTE

The machine automatically selects the copy ratio depending on the selected paper size. However, you can also set the copy ratio using the Preset Copy Ratio or Zoom by Percentage mode.



6 Use 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 99).



NOTE

For more information about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-23.

7 Press [Start].

If the original is placed on the platen glass, follow the instructions that appear on the LCD display → press (Start) once for each original. When scanning is complete, press [OK].

If you are copying in the Collate, Offset Collate, or Staple mode, copying starts when the scanning of all pages is complete.

Otherwise, copying starts when enough pages to make a 2 on 1 Combination copy have been scanned.

NOTE

- To cancel all settings and return the machine to the Standby display, press (Reset).
- To cancel copy jobs, see “Canceling a Copy Job,” on p. 1-18.

Different Size Originals

The Different Size Originals mode enables you to copy different size originals together.

IMPORTANT

- If your machine is the imageRUNNER 2016, the Feeder (DADF-P1) should be attached to use this mode.
- If paper of the same size as the original is not loaded in the paper drawer or stack bypass, the machine automatically reduces, enlarges, or separates the copied image to fit the paper loaded in the paper drawer or stack bypass.
- The Different Size Originals mode cannot be used with the Two-Page Separation, 2 on 1 Combination, Original Frame Erase, Book Frame Erase, Binding Hole Erase, or Book to 2-Sided mode.
- Make sure that the different size originals are of the same weight (paper type).
- Set different size originals in the following combinations. Other combinations may damage the originals.
  - 11" × 17" and LGL, LTR and LGL, LTR and LTRR
- Align the top edge of the originals with the back edge of the feeder or the platen glass if you are placing originals with different widths. (“Width” refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or the platen glass.)
- If you place originals with different widths into the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- If the Different Size Originals mode is set in combination with the Auto Paper Selection mode, Auto Orientation is not performed.

NOTE

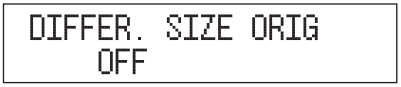
- If the Different Size Originals mode is used with the 1 to 2-Sided mode, the copies are output as one-sided copies on paper of their respective sizes if the originals for the front and back sides of a two-sided copy are different in size.
- You can use the stack bypass for the Auto Paper Selection when:
  - The paper is loaded in the stack bypass.
  - The paper size is specified in <BYPASS STD SET> in the <COMMON SETTINGS> menu.
  - The Auto Paper Selection is set to 'ON' for the stack bypass in <COPY> of <AUTO DRAWER SELCT> in the <COMMON SETTINGS> menu.

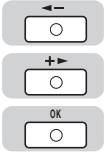
1 Place your originals in the feeder.

IMPORTANT

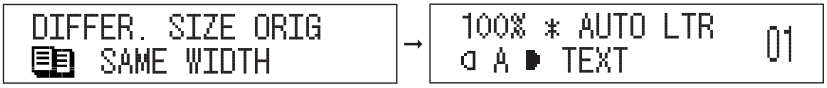
If your machine is the imageRUNNER 2016, place your originals in the feeder to use the Different Size Originals mode.

2 Press [Different Size Originals].

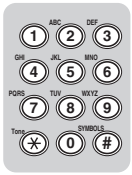




3 Press [◄–] or [+►] to select 'SAME WIDTH' or 'DIFFERENT WIDTH' → press [OK].



The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the Different Size Originals mode is set.



4 Use ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

NOTE

For more information about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-23.

5 Press [Start].

Copying starts.

NOTE

- To cancel all settings and return the machine to the Standby display, press ⓒ (Reset).
- To cancel copy jobs, see “Canceling a Copy Job,” on p. 1-18.

Two-Sided Copying

The Two-Sided mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals.

IMPORTANT

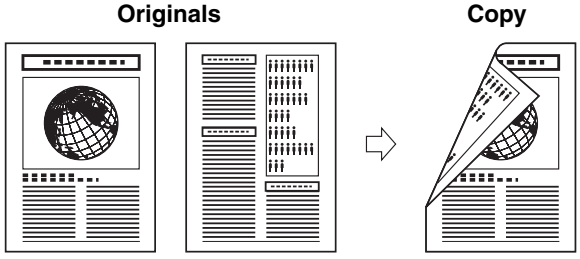
You may not be able to make two-sided copies on some types of paper, depending on the paper.

NOTE

- If you are copying in the Two-Sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.
- Paper used to make two-sided copies must conform to the following specifications:
  - Paper size: 11" × 17", LGL, LTR, LTRR, or STMTR
  - Paper weight: 17 lb bond to 24 lb bond (64 g/m^2 to 90 g/m^2)

1 to 2-Sided

This mode enables you to make two-sided copies from one-sided originals.



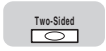
IMPORTANT

Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the original is copied upside down.

NOTE

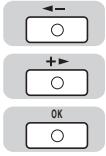
- If there is an odd number of originals, the back side of the last copy is left blank. (The machine's counter does not count the blank page as a copy.)
- If the 1 to 2-Sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand. (See "Manual Paper Selection," on p. 1-26.)
- If the 1 to 2-Sided mode is used when the 2 on 1 Combination mode is set to 'ON', two pages of the originals are printed on one side of the paper, and another two pages on the other side.

1 **Place your originals.**



2 **Press [Two-Sided].**

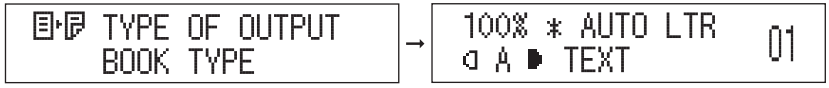
```
TWO-SIDED
    OFF
```



3 **Press [◄–] or [+►] until '1 > 2-SIDED' appears → press [OK].**

```
TWO-SIDED                →  TYPE OF OUTPUT
1 > 2-SIDED                    BOOK TYPE
```

4 Press [◄–] or [+►] to set the orientation of the two-sided copies ('BOOK TYPE' or 'CALENDAR TYPE') → press [OK].



Details of each item are shown below.

'BOOK TYPE':	The front and back sides of the copy will have the same top-bottom orientation.
'CALENDAR TYPE':	The front and back sides of the copy will have opposite top-bottom orientations.

The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the 1 to 2-Sided mode is set.

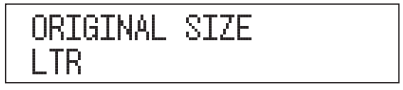
5 Press [Start].

If the original is placed on the platen glass, follow the instructions that appear on the LCD display → press (Start) once for each original. When scanning is complete, press [OK].

Copying starts.

NOTE

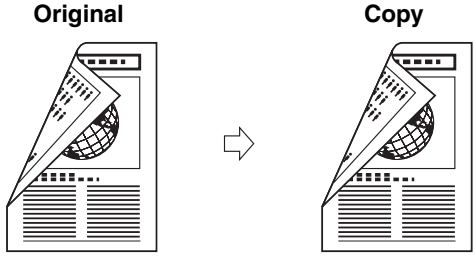
- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



  Press [◄–] or [+►] to select the size → press (Start).
- To cancel all settings and return the machine to the Standby display, press (Reset).
- To cancel copy jobs, see "Canceling a Copy Job," on p. 1-18.

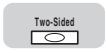
2 to 2-Sided

This mode enables you to make two-sided copies from two-sided originals.



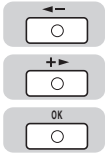
NOTE

If the Feeder (DADF-P1) is attached, it is recommended that you set the originals in the feeder when copying in 2 to 2-Sided mode. This enables you to automatically scan the front and back sides of the originals without the need to turn over and re-feed the originals.

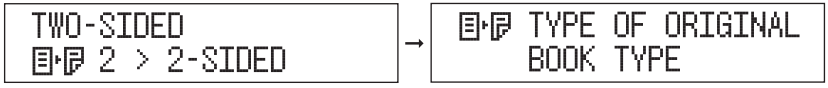


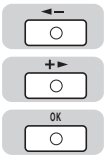
1 Place your originals → press [Two-Sided].

If necessary, see the screen shot in step 2 of "1 to 2-Sided," on p. 2-20.

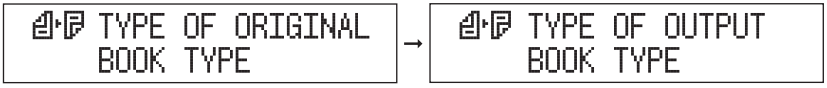


2 Press [◄–] or [+►] until '2 > 2-SIDED' appears → press [OK].



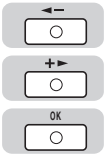


3 Press [◄–] or [+►] to set the orientation of the two-sided originals ('BOOK TYPE' or 'CALENDAR TYPE') → press [OK].

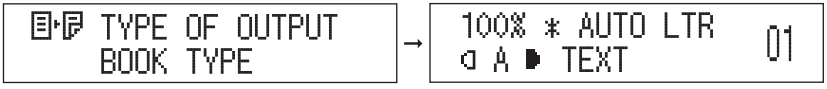


Details of each item are shown below.

'BOOK TYPE':	The front and back sides of the original have the same top-bottom orientation.
'CALENDAR TYPE':	The front and back sides of the original have opposite top-bottom orientations.



4 Press [◄–] or [+►] to set the orientation of the two-sided copies ('BOOK TYPE' or 'CALENDAR TYPE') → press [OK].



Details of each item are shown below.

'BOOK TYPE':	The front and back sides of the copy will have the same top-bottom orientation.
'CALENDAR TYPE':	The front and back sides of the copy will have opposite top-bottom orientations.

The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the 2 to 2-Sided mode is set.

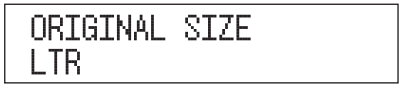
5 Press [Start].

If the original is placed on the platen glass, follow the instructions that appear on the LCD display → press (Start) once for each original. When scanning is complete, press [OK].

Copying starts.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing [Start].

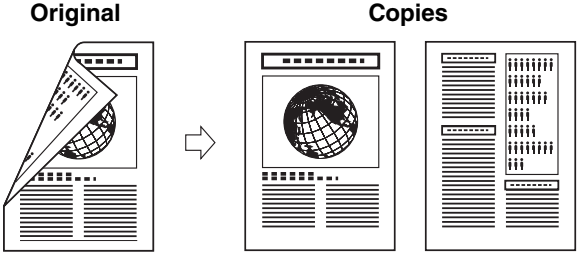


Press [◄–] or [+►] to select the size → press (Start).

- To cancel all settings and return the machine to the Standby display, press (Reset).
- To cancel copy jobs, see “Canceling a Copy Job,” on p. 1-18.

2 to 1-Sided

This mode automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.



IMPORTANT

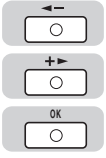
Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the original is copied upside down.

NOTE

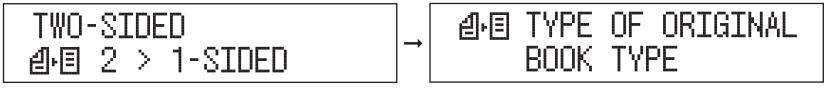
If the Feeder (DADF-P1) is attached, it is recommended that you set the originals in the feeder when copying in 2 to1-Sided mode. This enables you to automatically scan the front and back sides of the originals without the need to turn over and re-feed the originals.

1 Place your originals → press [Two-Sided].

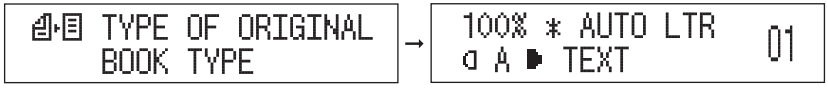
If necessary, see the screen shot in step 2 of "1 to 2-Sided," on p. 2-20.



2 Press [◄–] or [+►] until '2 > 1-SIDED' appears → press [OK].



3 Press [◄–] or [+►] to set the orientation of the two-sided originals ('BOOK TYPE' or 'CALENDAR TYPE') → press [OK].



Details of each item are shown below.

'BOOK TYPE':	The front and back sides of the original have the same top-bottom orientation.
'CALENDAR TYPE':	The front and back sides of the original have opposite top-bottom orientations.

The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the 2 to 1-Sided mode is set.

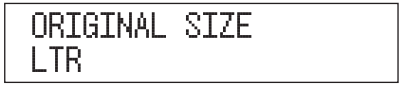
4 Press [Start].

If the original is placed on the platen glass, follow the instructions that appear on the LCD display → press (Start) once for each original. When scanning is complete, press [OK].

Copying starts.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



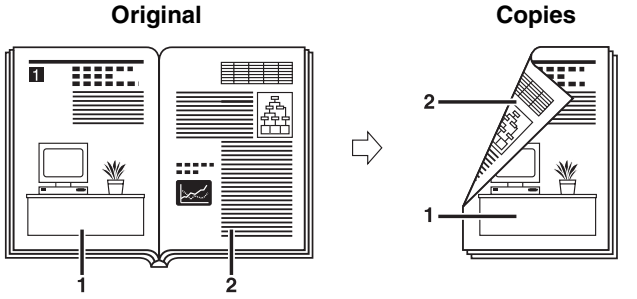
  Press [◄–] or [+►] to select the size → press (Start).
- To cancel all settings and return the machine to the Standby display, press (Reset).
- To cancel copy jobs, see "Canceling a Copy Job," on p. 1-18.

Book to 2-Sided

This mode enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

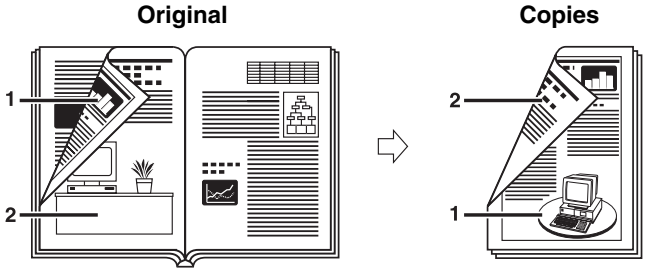
■ Left/Right Two-Sided

This setting makes two-sided copies from facing pages.



■ Front/Back Two-Sided

This setting makes two-sided copies from the front and back sides of a page.



IMPORTANT

- The Book to 2-Sided mode cannot be used with the Different Size Originals mode.
- If you select 'FRT/BACK 2-SIDED', the front side of the first two-sided page and the back side of the last two-sided page are left blank. (The machine's counter does not count the blank pages as copies.)
- Place your original on the platen glass. The Book to 2-Sided mode cannot be used when the original is placed in the feeder.

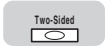
NOTE

You cannot select the free size paper loaded in the stack bypass.

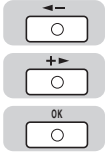
1 Place your original on the platen glass.

To make copies in the correct page order, begin copying from the first open page of the book or bound original.

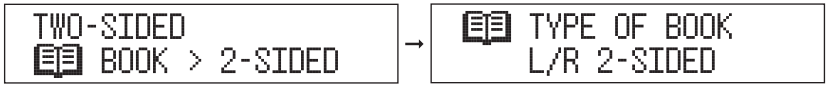
Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).



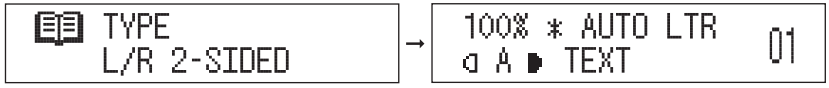
2 Press [Two-Sided].



3 Press [◄–] or [+►] until 'BOOK > 2-SIDED' appears → press [OK].



4 Press [◄–] or [+►] to select the desired type of two-sided layout ('L/R 2-SIDED' or 'FRT/BACK 2-SIDED') → press [OK].



Details of each item are shown below.

'L/R 2-SIDED':	The facing pages of a book or bound original are copied onto the front and back sides of a single sheet of paper.
'FRT/BACK 2-SIDED':	The front and back sides of the left page, or the front and back sides of the right page, are copied onto the front and back sides of a single sheet of paper.

The Standby display appears, and an asterisk (*) appears on the LCD display indicating that the Book to 2-Sided mode is set.

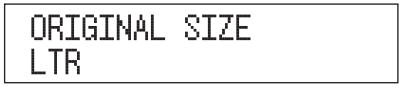
5 Press [Start].

To copy the next two facing pages, turn the page of the original, place your original on the platen glass → press (Start).

Scanning starts.

NOTE

- If you place the original on the platen glass of the imageRUNNER 2016, or if the machine cannot detect the size of the original, specify the size of the original after pressing (Start).



Press [◄–] or [+►] to select the size → press (Start).

6 When scanning is complete, press [OK].

Copying starts.

NOTE

- To cancel all settings and return the machine to the Standby display, press (Reset).
- To cancel copy jobs, see "Canceling a Copy Job," on p. 1-18.

Customizing Settings

3
CHAPTER

This chapter explains how to change the machine's default settings and customize them.

Copy Settings Table 3-2

Specifying Copy Settings 3-4

- Image Direction Priority 3-5
- Auto Orientation 3-6
- Standard Image Quality 3-7
- Standard Density 3-9
- Standard Zoom Ratio 3-11
- Standard Copy Quantity 3-13
- Auto Collate 3-14
- Standard Two-Sided Copying 3-16
- Standard Frame Erase 3-17
- Standard Two-Page Separation 3-18
- Paper Drawer Selection 3-20
- Sharpness 3-21
- Paper Size Group 3-23
- Frame Erase Width Unit of Measurement 3-24
- Restoring the Default Copy Settings 3-25

Copy Settings Table

The following items can be stored or set in the Copy Settings menu.

Additional Function	Available Settings	Applicable Page
COPY SETTINGS		
IMAGE DIR PRIORTY	OFF*, ON	p. 3-5
AUTO ORIENTATION	ON*, OFF	p. 3-6
STANDARD SETTINGS		
IMAGE QUALITY	TEXT*, PHOTO, TEXT/PHOTO	p. 3-7
DENSITY	AUTO*, MANUAL (9 steps, 5)	p. 3-9
ZOOM RATIO	PRESET RATIO* (100%*, 115% B4 → A3, 121% LGL → 11×17, 122% A4 → B4, 129% LTR → 11×17, 141% A4 → A3, 200% MAX., 50% MIN., 64% 11×17 → LTR, 70% A3 → A4, 73% 11×17 → LGL, 78% LGL → LTR, 81% B4 → A4, 86% A3 → B4), MANUAL	p. 3-11
COPIES	1*-99	p. 3-13
AUTO COLLATE	OFF*, COLLATE, STAPLE**	p. 3-14
TWO -SIDED**	OFF*, 1 > 2-SIDED, 2 > 2-SIDED, 2 > 1-SIDED, BOOK > 2-SIDED	p. 3-16
FRAME ERASE	OFF*, ORG. FRAME ERASE, BOOK FRAME ERASE, BINDING HOLE	p. 3-17
2-PAGE SEPARATION	OFF*, ON	p. 3-18
PAPER SELECT	AUTO*, DRAWER 1, DRAWER 2, DRAWER 3, DRAWER 4	p. 3-20
SHARPNESS	1-9 (5*)	p. 3-21
PAPER SIZE GROUP	INCHES*, A, AB	p. 3-23
MM/INCH ENTRY	INCHES*, MM	p. 3-24
INIT. COPY SET.	OFF*, ON	p. 3-25

An asterisk (*) indicates the default settings.

Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

NOTE

- For instructions on setting the modes not described in this manual, refer to the other manuals listed in “Manuals for the Machine.”
- The Copy Settings menu consists of a list of individual settings. Press [◄–] or [+►] to scroll to the desired setting.

Specifying Copy Settings

Standard Copy Settings refer to a combination of copy modes that the machine automatically applies when you turn ON the main power or when (Reset) is pressed. In this section, the procedure for changing the copy modes stored as the Standard Copy Settings are explained.

NOTE

- The Standard Copy Settings are applied when:
  - (Reset) is pressed (except while copying).
  - the Auto Clear function works.
  - the operation in the Additional Functions menu is finished.
- The Standard Copy Settings consist of:
  - Image Direction Priority
  - Auto Orientation
  - Standard Image Quality
  - Standard Density
  - Standard Zoom Ratio
  - Standard Copy Quantity
  - Auto Collate
  - Standard Two-Sided Copying
  - Standard Frame Erase Copying
  - Standard Two-Page Separation Copying
  - Standard Paper Drawer Selection
  - Sharpness
  - Paper Size Group
  - MM/Inch Entry
  - Restoring the Default Copy Settings
- The Auto Clear function can be set to 'OFF'. (See Chapter 5, "Customizing Settings," in the *Reference Guide*.)

Image Direction Priority

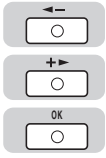
If <IMAGE DIR PRIORTY> is set to 'ON', the machine always copies an image in the same orientation as the original image. This is because the images on originals may be copied upside down, depending on the copy mode set.

NOTE

- The default setting is 'OFF'.
- If <IMAGE DIR PRIORTY> is set to 'ON', the copy speed is slower than normal.

1 Press [Additional Functions].

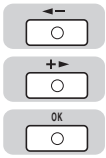
```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```



2 Press [◄–] or [+►] until <COPY SETTINGS> appears → press [OK].

```
ADD. FUNCTIONS          →  COPY SETTINGS
 2.COPY SETTINGS            1.IMAGE DIR PRIORTY
```

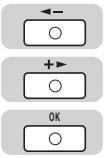
The <COPY SETTINGS> menu appears.



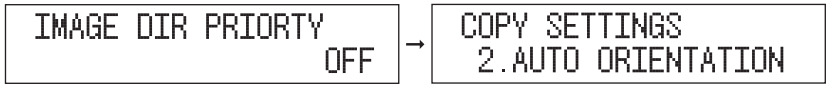
3 Press [◄–] or [+►] until <IMAGE DIR PRIORTY> appears → press [OK].

```
COPY SETTINGS           →  IMAGE DIR PRIORTY
 1.IMAGE DIR PRIORTY                    OFF
```

The <IMAGE DIR PRIORTY> menu appears.



4 Press [◄–] or [+►] to select 'OFF' or 'ON' → press [OK].



The selected mode is set, and the LCD display returns to the <COPY SETTINGS> menu.

5 Press [Stop] to return to the Standby display.

Auto Orientation

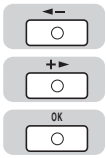
If <AUTO ORIENTATION> is set to 'ON', the machine uses information, such as the size of the original and the copy ratio, to determine the most suitable orientation for the specified paper size and then automatically rotates the image, if necessary.

NOTE

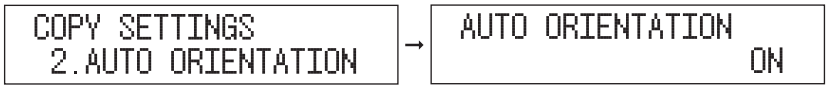
- The default setting is 'ON'.
- If LTR or STMT originals are enlarged onto 11" × 17" or LGL paper, Auto Orientation is not performed even if you select 'ON'.
- Only the images of standard size originals, up to LTR paper, can be rotated when the copy ratio is set to 100%.
- If Auto Paper Selection is set and the most suitable paper size is not available, the paper source that is loaded with paper of the same size, even if the orientation is different, is displayed as the optimal paper to use.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

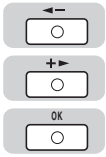
If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.



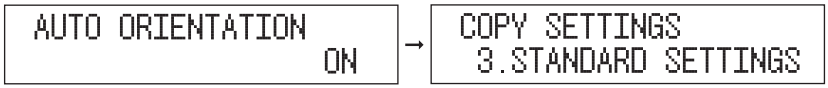
2 Press [◄–] or [+►] until <AUTO ORIENTATION> appears → press [OK].



The <AUTO ORIENTATION> menu appears.



3 Press [◄–] or [+►] to select 'ON' or 'OFF' → press [OK].



The selected mode is set, and the LCD display returns to the <COPY SETTINGS> menu.

4 Press [Stop] to return to the Standby display.

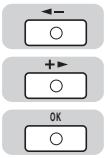
Standard Image Quality

You can set the standard image quality for copying.

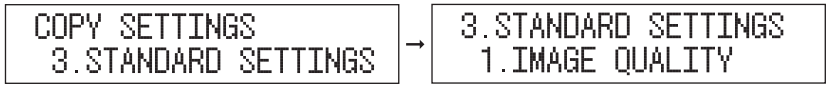
NOTE
The default setting is 'TEXT'.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

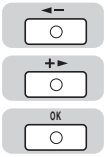
If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.



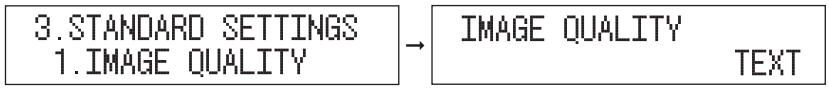
2 Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].



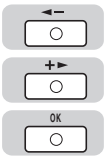
The <STANDARD SETTINGS> menu appears.



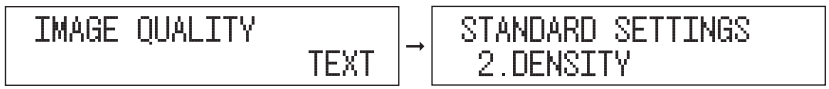
3 Press [◄–] or [+►] until <IMAGE QUALITY> appears → press [OK].



The <IMAGE QUALITY> menu appears.



4 Press [◄–] or [+►] to select 'TEXT', 'PHOTO', or 'TEXT/PHOTO' → press [OK].



The selected mode is set, and the LCD display returns to the <STANDARD SETTINGS> menu.

5 Press [Stop] to return to the Standby display.

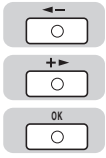
Standard Density

You can set the standard copy density.

NOTE
The default setting is 'AUTO'.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

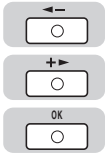
If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.



2 Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].

COPY SETTINGS 3.STANDARD SETTINGS	→	STANDARD SETTINGS 1.IMAGE QUALITY

The <STANDARD SETTINGS> menu appears.



3 Press [◄–] or [+►] until <DENSITY> appears → press [OK].

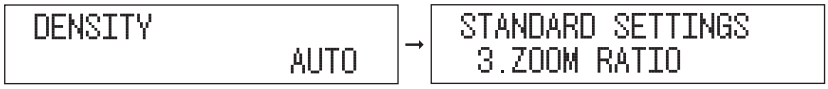
STANDARD SETTINGS 2.DENSITY	→	DENSITY AUTO

The <DENSITY> menu appears.

4 Press [◄–] or [+►] to select 'AUTO' or 'MANUAL'.

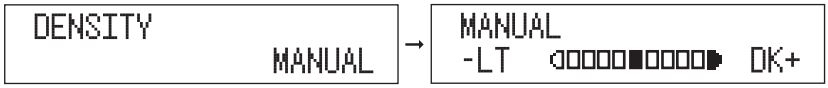
● **If you want to set the density automatically:**

❑ Select 'AUTO' → press [OK].

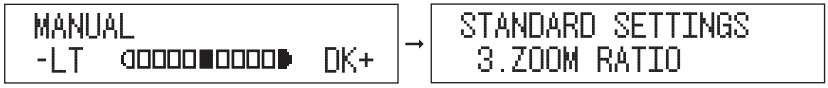


● **If you want to set the density manually:**

❑ Select 'MANUAL' → press [OK].



❑ Press [◄–] or [+►] to set the desired standard copy density → press [OK].



The selected mode is set, and the LCD display returns to the <STANDARD SETTINGS> menu.

5 Press [Stop] to return to the Standby display.

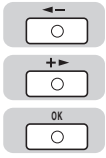
Standard Zoom Ratio

You can set the standard zoom ratio.

NOTE
The default settings are 'PRESET RATIO' and '100%'.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

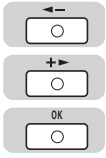
If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.



2 Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].

COPY SETTINGS 3.STANDARD SETTINGS	→	STANDARD SETTINGS 1.IMAGE QUALITY

The <STANDARD SETTINGS> menu appears.



3 Press [◄–] or [+►] until <ZOOM RATIO> appears → press [OK].

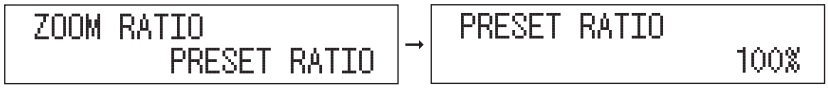
STANDARD SETTINGS 3.ZOOM RATIO	→	ZOOM RATIO PRESET RATIO

The <ZOOM RATIO> menu appears.

4 Press [◄–] or [+►] to select 'PRESET RATIO' or 'MANUAL'.

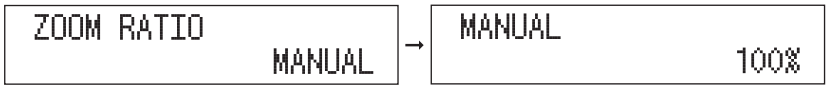
● **If you want to select from the preset ratios:**

❑ Select 'PRESET RATIO' → press [OK].



● **If you want to set the standard zoom ratio manually by 1% increments:**

❑ Select 'MANUAL' → press [OK].



5 Press [◄–] or [+►] to set the desired standard zoom ratio → press [OK].

● **If you select 'PRESET RATIO', select from the following:**

❑ Reduction

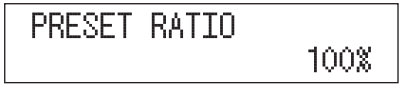
The available preset copy ratios for reducing originals are:

- MIN. (50%)
- 11×17 → LTR (64%)
- A3 → A4 (70%)
- 11×17 → LGL (73%)
- LGL → LTR (78%)
- B4 → A4 (81%)
- A3 → B4 (86%)

❑ Enlargement

The available preset copy ratios for enlarging originals are:

- B4 → A3 (115%)
- LGL → 11×17 (121%)
- A4 → B4 (122%)
- LTR → 11×17 (129%)
- A4 → A3 (141%)
- MAX. (200%)



NOTE

If the paper size group is changed, the available preset copy ratios will also change.

- **If you select 'MANUAL', enter the standard zoom ratio using ⓪ - ⑨ (numeric keys).**

NOTE

You can set the zoom ratio from 50% to 200%.

The selected mode is set, and the LCD display returns to the <STANDARD SETTINGS> menu.

6 Press [Stop] to return to the Standby display.

Standard Copy Quantity

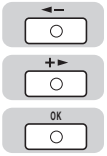
You can set the standard copy quantity.

NOTE

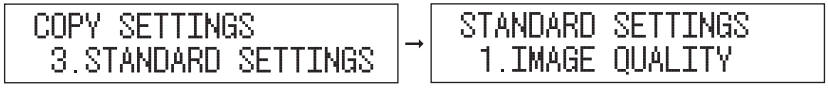
The default setting is '1'.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.

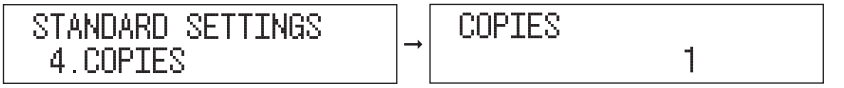


2 Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].



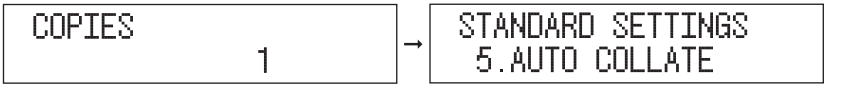
The <STANDARD SETTINGS> menu appears.

3 Press [◄–] or [+►] until <COPIES> appears → press [OK].



The <COPIES> menu appears.

4 Press [◄–] or [+►] to set the desired standard copy quantity → press [OK].



The selected mode is set, and the LCD display returns to the <STANDARD SETTINGS> menu.

NOTE
- You can also enter the copy quantity using 0 - 9 (numeric keys).
- You can set the copy quantity from 1 to 99.

5 Press [Stop] to return to the Standby display.

Auto Collate

The Auto Collate mode enables automatic selection of the Collate (Offset Collate) mode when originals are placed in the feeder. This is helpful when making multiple sets of copies because you do not need to remember to select the Finisher mode.

NOTE
The default setting is 'OFF'.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.

2 Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].

COPY SETTINGS 3.STANDARD SETTINGS	→	STANDARD SETTINGS 1.IMAGE QUALITY

The <STANDARD SETTINGS> menu appears.

3 Press [◄–] or [+►] until <AUTO COLLATE> appears → press [OK].

STANDARD SETTINGS 5.AUTO COLLATE	→	AUTO COLLATE OFF

The <AUTO COLLATE> menu appears.

4 Press [◄–] or [+►] to select 'OFF', 'COLLATE', or 'STAPLE' → press [OK].

If you do not want the machine to collate automatically, select 'OFF'.

If you want the machine to collate automatically, select 'COLLATE'.

If you want the machine to staple automatically, select 'STAPLE'.

AUTO COLLATE OFF	→	STANDARD SETTINGS 6.TWO-SIDED

The selected mode is set, the LCD display returns to the <STANDARD SETTINGS> menu.

NOTE

- When the optional FInisher-U1 is attached, the Collate mode automatically changes to the Offset Collate mode.
- 'STAPLE' is available only when the optional FInisher-U1 is attached.

5 Press [Stop] to return to the Standby display.

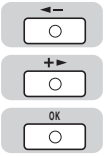
Standard Two-Sided Copying

You can set the standard Two-Sided mode.

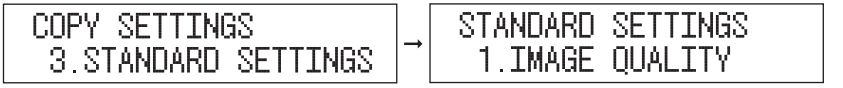
NOTE
The default setting is 'OFF'.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

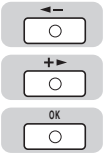
If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.



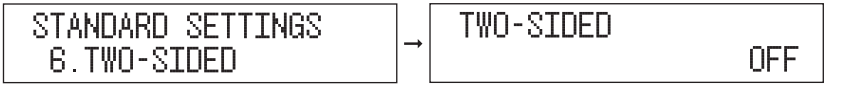
2 Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].



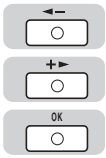
The <STANDARD SETTINGS> menu appears.



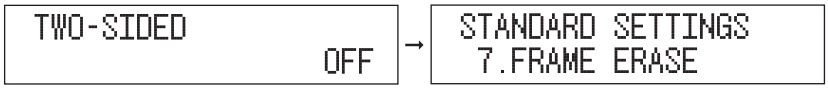
3 Press [◄–] or [+►] until <TWO-SIDED> appears → press [OK].



The <TWO-SIDED> menu appears.



4 Press [◄–] or [+►] to select 'OFF', '1 > 2-SIDED', '2 > 2-SIDED', '2 > 1-SIDED', or 'BOOK > 2-SIDED' → press [OK].



The selected mode is set, and the LCD display returns to the <STANDARD SETTINGS> menu.

5 Press [Stop] to return to the Standby display.

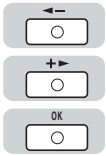
Standard Frame Erase

You can set the standard Frame Erase mode.

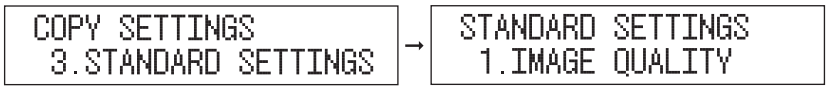
NOTE
The default setting is 'OFF'.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

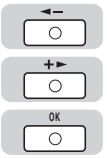
If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.



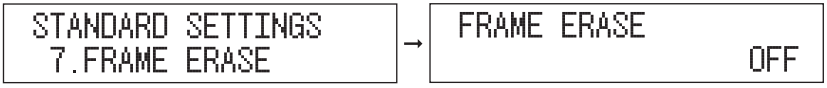
2 Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].



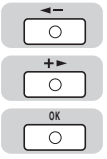
The <STANDARD SETTINGS> menu appears.



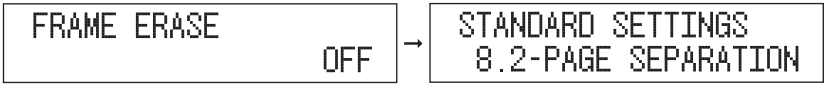
3 Press [◄–] or [+►] until <FRAME ERASE> appears → press [OK].



The <FRAME ERASE> menu appears.



4 Press [◄–] or [+►] to select 'OFF', 'ORG. FRAME ERASE', 'BOOK FRAME ERASE', or 'BINDING HOLE'. → press [OK].



The selected mode is set, and the LCD display returns to the <STANDARD SETTINGS> menu.

5 Press [Stop] to return to the Standby display.

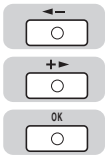
Standard Two-Page Separation

You can set the standard Two-Page Separation mode.

NOTE
The default setting is 'OFF'.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

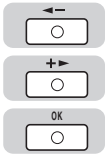
If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.



2 **Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].**

COPY SETTINGS 3.STANDARD SETTINGS	→	STANDARD SETTINGS 1.IMAGE QUALITY

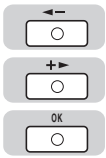
The <STANDARD SETTINGS> menu appears.



3 **Press [◄–] or [+►] until <2-PAGE SEPARATION> appears → press [OK].**

STANDARD SETTINGS 8.S-PAGE SEPARATION	→	2-PAGE SEPARATION OFF

The <2-PAGE SEPARATION> menu appears.



4 **Press [◄–] or [+►] to select 'OFF' or 'ON' → press [OK].**

2-PAGE SEPARATION OFF	→	STANDARD SETTINGS 9.PAPER SELECT

The selected mode is set, and the LCD display returns to the <STANDARD SETTINGS> menu.

5 **Press [Stop] to return to the Standby display.**

Paper Drawer Selection

You can set the standard paper drawer selection.

NOTE
The default setting is 'AUTO'.

Additional Functions

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.

◄– / +► / OK

2 Press [◄–] or [+►] until <STANDARD SETTINGS> appears → press [OK].

COPY SETTINGS 3.STANDARD SETTINGS	→	STANDARD SETTINGS 1.IMAGE QUALITY

The <STANDARD SETTINGS> menu appears.

◄– / +► / OK

3 Press [◄–] or [+►] until <PAPER SELECT> appears → press [OK].

STANDARD SETTINGS 9.PAPER SELECT	→	PAPER SELECT AUTO

The <PAPER SELECT> menu appears.

◄– / +► / OK

4 Press [◄–] or [+►] to select 'AUTO', 'DRAWER 1', 'DRAWER 2', 'DRAWER 3', or 'DRAWER 4' → press [OK].

PAPER SELECT AUTO	→	COPY SETTINGS 4.SHARPNESS

The selected mode is set, and the LCD display returns to the <COPY SETTINGS> menu.

NOTE

The display may differ depending on the optional cassette modules attached to the machine.

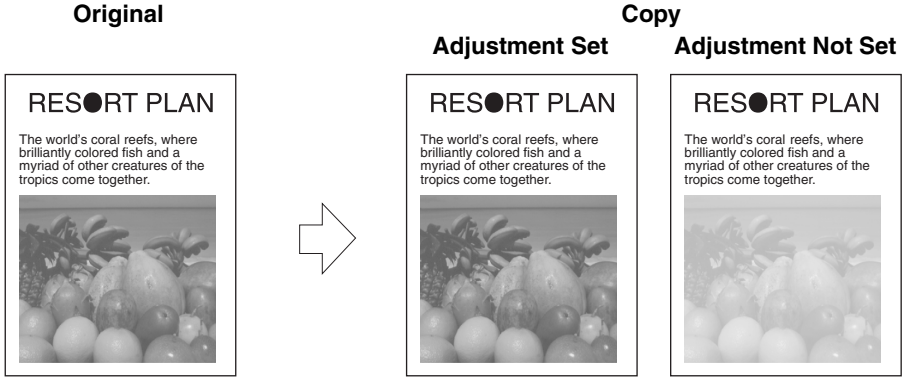
5 Press [Stop] to return to the Standby display.

Sharpness

The Sharpness mode enables you to make copies with a sharper or softer contrast. To reproduce text or lines with a sharper contrast, increase the sharpness level. To copy originals containing printed images or other halftones with a softer contrast, decrease the sharpness level.

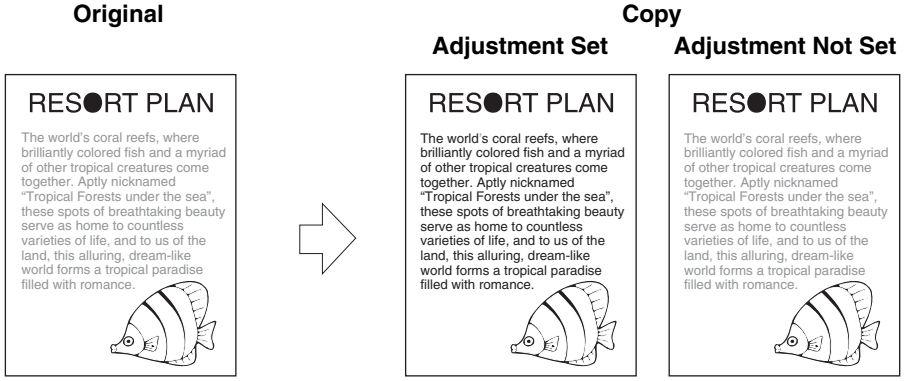
■ Low

If you make copies of an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by adjusting the sharpness level lower to produce a clearer copy.


Original
Copy
Adjustment Set
Adjustment Not Set
RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other creatures of the tropics come together.
RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other creatures of the tropics come together.
RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other creatures of the tropics come together.

■ **High**

This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited for copying blueprints and faint pencil drawn images.


Original
Copy
Adjustment Set
Adjustment Not Set
RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

NOTE

The default setting is '5'.

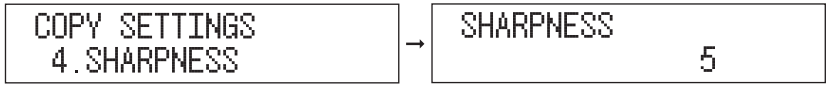
Additional Functions

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.

◄– / +► / OK

2 Press [◄–] or [+►] until <SHARPNESS> appears → press [OK].



The <SHARPNESS> menu appears.

3 Press [◄–] or [+►] to set the desired sharpness level → press [OK].

SHARPNESS 5	→	COPY SETTINGS 5.PAPER SIZE GROUP	

The selected mode is set, and the LCD display returns to the <COPY SETTINGS> menu.

NOTE
- You can also enter the standard sharpness level using 0 - 9 (numeric keys).
- You can set the sharpness in the range from 1 to 9.
- The highest sharpness level is '9' and the lowest is '1.'

To copy text or lines clearly, select a high sharpness level. To copy originals containing printed images or other halftones, select a low sharpness level.

4 Press [Stop] to return to the standby display.

Paper Size Group

You can set the paper size group for the machine.

NOTE
- The default setting is 'INCHES'.
- If the paper size group is changed, the preset copy ratios will also change.

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.

2 **Press [◄–] or [+►] until <PAPER SIZE GROUP> appears → press [OK].**

COPY SETTINGS 5.PAPER SIZE GROUP	→	PAPER SIZE GROUP INCHES

The <PAPER SIZE GROUP> menu appears.

3 **Press [◄–] or [+►] to select 'INCHES', 'A', or 'AB' → press [OK].**

PAPER SIZE GROUP INCHES	→	COPY SETTINGS 6.MM/INCH ENTRY

The selected mode is set, and the LCD display returns to the <COPY SETTINGS> menu.

4 **Press [Stop] to return to the Standby display.**

5 **Restart the machine.**

Turn OFF the machine, wait at least 10 seconds, and then turn it ON.

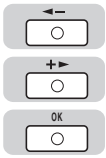
Frame Erase Width Unit of Measurement

You can set the unit of measurement for the frame erase width.

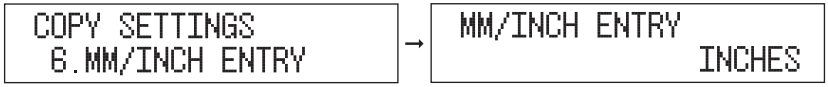
NOTE
The default setting is 'INCHES'.

1 **Press [Additional Functions] → open the <COPY SETTINGS> menu.**

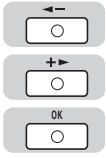
If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.



2 Press [◄–] or [+►] until <MM/INCH ENTRY> appears → press [OK].



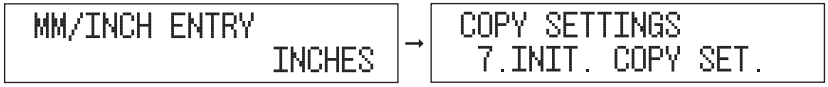
The <MM/INCH ENTRY> menu appears.



3 Press [◄–] or [+►] to select 'INCHES' or 'MM' → press [OK].

If you want to set the standard frame erase width in inch, select 'INCHES'.

If you want to set the standard frame erase width in mm, select 'MM'.



The selected mode is set, and the LCD display returns to the <COPY SETTINGS> menu.

4 Press [Stop] to return to the Standby display.

Restoring the Default Copy Settings

Modes that have been changed in Copy Settings (from the Additional Functions menu) can be restored to their default settings. (See "Copy Settings Table," on p. 3-2.)

NOTE

The default setting is 'NO'.

Additional Functions

1 Press [Additional Functions] → open the <COPY SETTINGS> menu.

If necessary, see the screen shots in steps 1 and 2 of "Image Direction Priority," on p. 3-5.

◄–
+►
OK

2 Press [◄–] or [+►] until <INIT. COPY SET.> appears → press [OK].

COPY SETTINGS 7.INIT. COPY SET.	→	INIT. COPY SET. OFF

The <INIT. COPY SET.> menu appears.

◄–
+►

3 Press [◄–] or [+►] to select 'OFF' or 'ON'.

● **To cancel initializing the Copy Settings:**

❑ Select 'OFF' → press [OK].

INIT. COPY SET. OFF	→	ADD. FUNCTIONS 3.FAX SETTINGS

The LCD display returns to the Additional Functions menu.

● **To restore to the default settings:**

❑ Select 'ON' → press [OK].

INIT. COPY SET. ON	→	ADD. FUNCTIONS 3.FAX SETTINGS

The Copy Settings are initialized, and the LCD display returns to the Additional Functions menu.

Stop

4 Press [Stop] to return to the Standby display.

Appendix

4

CHAPTER

Combination of Copy Modes Chart. 4-2
Index 4-3

Combination of Copy Modes Chart

The chart shows the available combinations of settings when you want to set more than one mode at a time.

× : Combination Unavailable

Modes to Be Set	Preset zoom	Zoom by percentage	Automatic Density Control	Text	Photo	Text/Photo	Auto Paper Selection	Stack Bypass	Collate	Offset Collating	Staple	Reserve Copy	Two-Page Separation	2 on 1 Combination	Original Frame Erase	Book Frame Erase	Binding Hole Erase	1 to 2-Sided	2 to 2-Sided	2 to 1-Sided	Book to 2-Sided	Different Size Originals
Preset zoom		×																				
Zoom by percentage	×																					
Automatic Density Control					×	×																
Text					×	×																
Photo			×	×		×																
Text/Photo			×	×	×																	
Auto Paper Selection													×									
Stack Bypass																						
Collate										×	×											
Offset Collating									×		×											
Staple									×	×												
Reserve Copy																						
Two-Page Separation													×			×						×
2 on 1 Combination							×					×		×	×							×
Original Frame Erase													×		×	×						×
Book Frame Erase													×	×		×						×
Binding Hole Erase												×		×	×							×
1 to 2-Sided																		×	×	×		
2 to 2-Sided																	×		×	×		
2 to 1-Sided																	×	×		×		
Book to 2-Sided																	×	×	×			×
Different Size Originals												×	×	×	×	×					×	

Index

Numeric

2 on 1 Combination, 2-14

A

Auto Collate, 3-14
Automatic Orientation, 3-6

C

Canceling a Job, 1-18
Combination of Copy Modes Chart, 4-2
Copy Quantity, 1-23, 3-13
  Standard Copy Quantity, 3-13
Copy Ratio, 1-34
  Preset Ratio, 1-34
  Standard Zoom Ratio, 3-11
  Zoom by Percentage, 1-36
Copy Settings, 3-4
Copy Settings Table, 3-2

D

Default Copy Settings, 3-25
Density, 1-28, 3-9
  Standard Density, 3-9
Different Size Originals, 2-17

F

Feeder, 1-3, 1-10, 1-15
Finishing modes, 1-39
  Auto Collate, 3-14
  Collate, 1-39, 1-41
  Offset, 1-39, 1-41
  Staple, 1-39, 1-43
Frame Erase, 2-5
  Binding Hole Erase, 2-6, 2-11
  Book Frame Erase, 2-6, 2-9
  Original Frame Erase, 2-5, 2-7
  Standard Frame Erase, 3-17
  Unit of Measurement, 3-24

I

Image Direction Priority, 3-5
Image Quality, 1-28, 3-7
  Photo Mode, 1-31
  Standard Image Quality, 3-7
  Text Mode, 1-31
  Text/Photo Mode, 1-31

O

Orientation of Originals, 1-11

P

Paper Drawer selection, 3-20
Paper Select, 1-24
  Auto Paper Selection, 1-24
  Manual Paper Selection, 1-26
  Paper Drawer Selection, 3-20
Paper Size Group, 3-23
Platen glass, 1-10, 1-12
Preset Ratio, 1-34

R

Reserved Copying, 1-21
Restoring the Default Copy Settings, 3-25

S

Sharpness, 3-21
Sleep mode, 1-2
Slide guides (feeder), 1-16
Specifying Copy Settings, 3-4
Standard Copy Settings, 3-4
Standard Zoom Ratio, 3-11

T

Two-Page Separation, 2-2
  Standard Two-Page Separation, 3-18
Two-page Separation, 3-18
Two-Sided Copying, 2-20, 3-16
  1 to 2-Sided, 2-20
  2 to 1-Sided, 2-26
  2 to 2-Sided, 2-23
  Book to 2-Sided, 2-28
  Standard Two-Sided Copying, 3-16

Canon

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan
CANON U.S.A., INC.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
CANON CANADA INC.
6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada
CANON EUROPA N.V.
Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands
CANON FRANCE S.A.S.
17,quai du Président Paul Doumer 92414 Courbevoie Cedex, France
CANON (U.K.) LTD.
Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom
CANON DEUTSCHLAND GmbH
Europark Fichtenhain A10, 47807 Krefeld, Germany
CANON ITALIA S.p.A.
Via Milano, 8 20097 San Donato Milanese (MI) Italy
CANON LATIN AMERICA, INC.
703 Waterford Way Suite400 Miami, Florida 33126 U.S.A.
CANON AUSTRALIA PTY. LTD.
1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia
CANON CHINA CO., LTD.
15F, North Tower, Beijing Kerry Centre, 1 Guang Hua Road, Chao Yang District, 100020, Beijing, China
CANON SINGAPORE PTE. LTD.
1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632
CANON HONGKONG CO., LTD.
19/F., The Metropolis Tower, 10 Metropolis Drive, Hunghom, Kowloon, Hong Kong

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